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## ABSTRACT

This guide offers students an overview of most of the reputable distance-education courses in South Africa. The introduction outlines guidelines for choosing higher education and vocational training courses: features and forms of distance education; how to select the right course; how to choose between different education providers (private colleges, technical colleges, colleges of education, technikons, and universities); coping with the demands of distance education; and judging institutional and course quality (credibility, objectives, study materials, self-assessment, and support for learners). The main part of the directory consists of program listings by 157 broad subject areas. Under each subject, institutions are listed in alphabetical order with degree/diploma granted, duration of the program, entry qualifications, and a brief note about the program. Fields of study are indexed by specific subjects and by granting institutions. Mailing addresses and telephone and fax numbers of the institutions are also given. (SAS)

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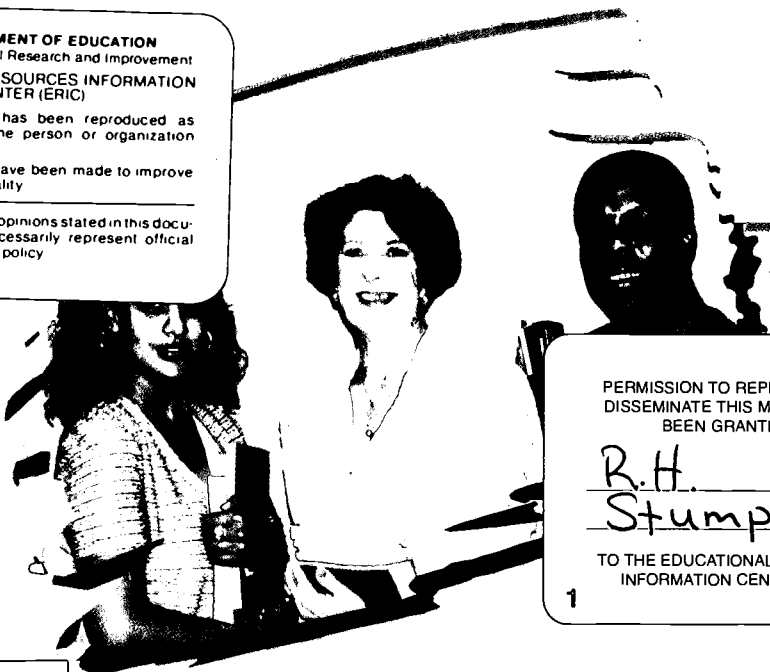
STUDENT'S  
*Guide to*  
**DISTANCE  
EDUCATION  
IN SOUTH AFRICA**

ED 421 315

**U.S. DEPARTMENT OF EDUCATION**

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- Human Resources
- Industrial Relations
- Supervisory Management
- D Production Planning & Control
- Information Systems
- General Management\*
- Internal Auditing
- D Certified Accounting
- D Professional Secretary
- D Girl Friday

- TETASA • SAIF
- Standard B - equivalent\*
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# **1998 STUDENT'S GUIDE TO DISTANCE EDUCATION IN SOUTH AFRICA**

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**1998**

**1998**  
**STUDENT'S GUIDE TO**  
**DISTANCE EDUCATION**  
**IN SOUTH AFRICA**



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Compiled by the Unit: Human Resources Information and Development,  
Human Sciences Research Council. Director: Elize van Zyl  
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## THE AUTHORS



# ***DISTANCE EDUCATION***

## **YOUR GUIDE TO CHOOSING THE BEST HIGHER EDUCATION AND TRAINING IN SOUTH AFRICA<sup>1</sup>**

### **INTRODUCTION**

Distance education implies that you are able to learn independently, without a teacher. Distance education is an alternative to classroom education - it is an outstanding example of open learning because of the way it opens up learning opportunities to a wider range of people.

### **FEATURES**

Here are some important characteristics of distance education:

- You must be able to take greater responsibility for your learning.
- It gives you the maximum degree of control over your learning.
- It allows you greater freedom in the sense that you can learn at your own pace and in your own time. However, there are still deadlines to meet, for example dates for written assignments and examination dates.
- Distance education takes place under the auspices of an institution. There are many different institutions or education providers, and you must be able to make an informed choice between them.
- You must also be able to choose from a wide variety of courses offered at different levels.
- There is less frequent help available from lecturers.
- You must be able to learn from materials and media.
- It requires more active than passive learning, and it can be formal or informal in nature.
- You must be able to learn alone or in small groups.
- It requires more self-assessment than conventional learning.

## **FORMS OF DISTANCE LEARNING**

Distance learning can take on a variety of forms, sometimes offered in combination with each other. Some examples are the following:

- printed material packages for mail correspondence courses
- interactive audio/video tape material
- television aided learning
- computer-assisted instruction programmes, including Internet and computer conferencing

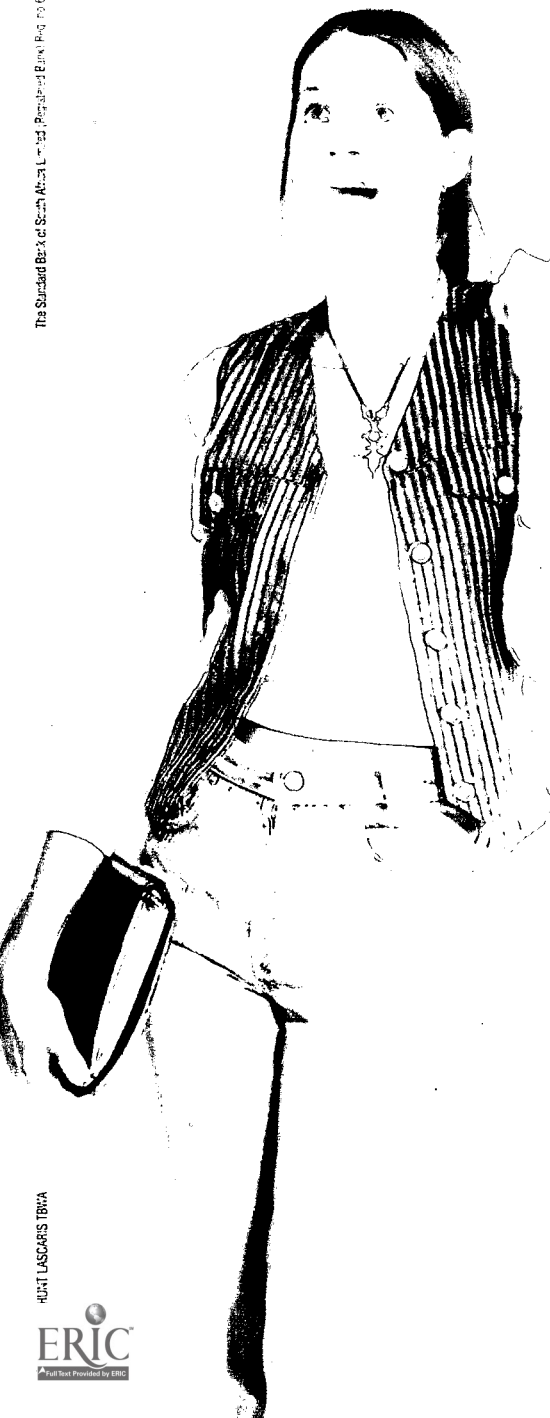
## **HOW DO I SELECT THE RIGHT COURSE?**

As already mentioned, distance education offers you a wide variety of courses to choose from. The fields of study are diverse (accounting to youth work), from elementary level (Grade 7) to advanced postgraduate studies (M. Theology), from the well known (bank management) to the lesser known (auriculotherapy), from the technical (computer programming) to the aesthetic (fine arts), and from the abstract (philosophy) to the realistic (motor cycle repair).

How can I select the right course for my purpose? In this regard you will find this book very helpful as it gives you a good overview of most of the reputable courses available in South Africa.

In order to make a wise choice, you need to be clear about your reasons for wanting to do a distance education course. Here follows a check list in the form of questions you should consider before making a decision:

- What do I need the qualification for?
- Is there a need for such a qualification in the job market?
- What job do I want?
- What promotion am I looking for?
- Will the training improve my job skills?
- Does the course cover what I already know or will it extend my knowledge?
- Do I have the required entry qualifications and/or previous knowledge?
- Will I be able to afford the cost of the course?



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Nature Conservation  
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Management  
Pharmaceutical  
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Administrative  
Management (General)  
Business Administration  
Business Education  
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Commercial Practice  
Credit Management  
Management  
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Winning Business Systems

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Strategic Management for Correctional  
Services Managers  
Professional Skills Development

## Education, Training and Development

Biblical Studies  
Child Therapy for Professionals  
Education  
Education: Management  
Education: Post-school  
Education: Technical  
Parent Enrichment  
Residential Child Care  
Theology  
Child and Youth Development  
• Child and Youth Care  
• Youth Work

## Engineering

Air-conditioning  
Air Pollution Control  
Aluminium  
Coal Mining  
Corrosion Control  
Engineering: Chemical  
Engineering: Civil  
Engineering: Electrical

## Logistics Management

Organization and Work Study  
(Civil Service)  
Organization and Work Study (Factories)  
Organization and Work Study (Offices)  
Production Management  
Purchasing Management  
Safety Management

## Marketing

Marketing  
Travel and Tourism  
Profit from Tourism  
Tour Guide – Gauteng

## Police Practice

Policing

## Public Management and Development

Government Finance  
Local Government  
Finance  
Local Government  
Management  
Public Management

## Real Estate and Economics

Banking  
Economic  
Management  
Analysis  
Real Estate: Property  
Marketing  
Real Estate: Property  
Practice  
Real Estate: Property  
Valuation  
Transport Economics

## Security Management

Security Management

## BUREAU FOR PUBLIC MANAGEMENT DEVELOPMENT

The following non-formal short courses, certificate programmes and seminars are offered:

Certificate in Local Government and  
Development Management  
Foundation Capacity Building Programme:  
Local Government Management  
Councillor Orientation Programme  
Local Government Supervisory, Middle and  
Senior Management Development  
Programme  
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Workshop  
Seminar: Change Management  
Certificate Programmes (13):  
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Human Resource Management

## Information Technology

Information Technology  
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To obtain more information on Technikon SA's career specific programmes, contact the TSA regional office closest to you:  
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Giyani (0158) 22005, Kimberley (0531) 82-6391, Kroonstad (0562) 32053/4, Middelburg (013) 282-4115, Mmabatho (0140)  
84-4185/7/90, Newcastle (03431) 24048/54, Nelspruit (013) 755-2476, Oudtshoorn (044) 272-5177, Pietermaritzburg  
(0331) 94-5778, Pietersburg (0152) 297-4476/7/8, Pinetown (031) 709-3737/8/9, Port Elizabeth (041) 55-5562/4/8,  
Potchefstroom (0148) 294-3341, Pretoria (012) 326-5950/1/2/3 or contact our main campus in Florida on (011) 471-3500.

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## HOW DO I CHOOSE BETWEEN THE DIFFERENT EDUCATION PROVIDERS?

This book lists a wide variety of institutions that provide distance education.

Although there is some overlap between training and educational institutions, it is useful to understand the nature of the different institutions. The following brief description outlines some of the differences between education providers:

### *Private colleges*

You may be surprised to know that private colleges are the largest single sector providing training and higher education to students in South Africa. Last year more than 350 000 students registered for various courses at private colleges.

Many private colleges offer high school subjects, while others offer a wide range of skills-based, work-relevant certificates or diplomas in conjunction with professional institutes and associations. The courses are practical, recognized and highly effective. Private colleges also offer degree courses that are accredited with certain universities.

Before enrolling at a private college, ensure that it is acknowledged and reputable by establishing whether it is a member of the Association of Private Colleges in Southern Africa (APCSA).

### *Technical colleges*

These are training institutions that equip students with knowledge and skills that prepare them for specific trades or occupations. Here you learn by doing things that will enable you to carry out the particular job at the end of your training.

Studies at technical colleges are open to individuals who have passed at least Grade 9 (Std 7). In some courses, however, you may be required to have passed a higher standard, particularly in mathematics. Technical colleges usually offer technical, commercial, arts and cultural enrichment courses. These courses are referred to as National Technical Certificates (also known as N Certificates) and range from N1 to N6.

## ***Colleges of education***

Colleges of education offer a wide variety of general and specialized diplomas in education. All these diplomas are accredited for teaching and promotion purposes.

## ***Technikons***

Technikons are training institutions that provide career-oriented education of a high standard. You would therefore enrol for a course that provides you with theoretical knowledge as well as practical know-how and skills. Technikons strive for a balance between theory and the application of theory in real work situations. To acquire skills that are immediately useful to the employer, you have to spend part of your training gaining theoretical knowledge at the technikon and the other part of your training at the work place, learning to do the practical aspects of the work.

You need at least a Senior Certificate (Std 10/Grade 12), or equivalent, to be admitted to a technikon. Technikons offer a wide range of courses that lead to a certificate, diploma, higher diploma as well as Bachelor's, Master's and Doctoral Degrees in technology in selected fields of study. The nature and duration of the courses and the entry requirements are also given in this publication. As in the case of universities, you must apply at an early date for admission. In many instances selection also takes place.

## ***Universities***

Traditionally, universities provide a broad general background to subjects and are more theoretical than practical. The aim is to provide an understanding of fundamental concepts in a particular discipline.

Many of the degree courses offered at South African universities require specific school subjects and a relatively high level of achievement in those school subjects before a student can be admitted to such courses.

## **WILL I BE ABLE TO COPE WITH THE DEMANDS OF DISTANCE EDUCATION?**

If you do not have any experience of distance education, it will be difficult for you to assess whether you will be able to cope with the demands. You may find it useful to consider the following guidelines:

- Can I plan days and weeks ahead?
- Do I have the additional time available for extra studies?
- Can I study on my own with little or no help from a lecturer or tutor?
- Can I carry out independent reading of long articles and books?
- Can I make summaries and learn from the summaries?
- Can I concentrate for long periods of time?
- Do I have a dictionary available and do I know how to use it?
- Will I be willing and able to write an assignment?
- Can I struggle on my own to find a solution to a problem?
- Will I be able to write to a tutor for help with something that I find difficult?
- Can I travel to contact sessions at learning centres?
- Will my family and friends support me?

## **HOW DO I JUDGE WHETHER OR NOT I'M GETTING A GOOD DEAL?**

Before you enrol for on a course, evaluate the course according to the following guidelines:

### **Credibility**

- Is the distance education provider a member of The South African Institute for Distance Education?
- How does the course fit into the new National Qualifications Framework?
- Is there a detailed description of the curriculum available so that I can get an indication of the subjects and topics that are covered?
- How widely will the qualification be recognized and accepted in the employer market?
- What is the opinion of people who have completed the course about its usefulness?

### **Objectives and learning outcomes**

- Is there a clear indication of any prerequisite skills or knowledge?
- Does the package state its learning objectives?
- Are the objectives presented in a friendly and clear way?

### **Study material**

- Is the study material available in a package format?
- Is the material attractive to look at and handle?
- Is the material broken up into manageable sections?
- Is each section introduced in a meaningful and stimulating way?
- Does the introduction alert readers to the way the material is organized and designed to work?
- Is the study time stated in the materials and is this time reasonable?
- Is it easy to find my way around each section?
- Is there a clear explanation on how to use the material?
- Is the material interesting and relevant?
- Is the language clear and user friendly?
- Does the material avoid any sudden jumps in level?
- Does the material include frequent exercises or questions?
- Is there sufficient white space for learners to write notes, answer questions and to do calculations?
- Does the material ensure that the average learner will achieve the objectives?
- Is there a clear and useful summary?

### **Self-assessment**

- Are there any self-tests that can indicate to what extent I have attained the learning objects?
- Are the tasks clearly explained?
- Are the questions and tasks stimulating?
- Are there assignments for assessment by a tutor?
- Do tutors provide immediate feedback?
- Does the feedback include encouragement and praise?
- Does the feedback help you to establish if your answers were right, and if not, why not?



## Support for learners

- Will I receive help with my learning skills?
- Will I be shown how to use unfamiliar media?
- Will I receive regular feedback on my progress?
- Will my assignments be returned to me soon enough to enable me to learn from my mistakes?
- Will my tutor keep in regular contact with me?
- Will I find it easy to contact my tutor?
- Will there be someone I can contact immediately if I encounter difficulties I cannot sort out myself?
- Will I be put in touch with other students so that we can work together if we want to?
- Will I have access to the necessary equipment or facilities?
- Will I receive a final assessment of my progress in the course?

## CONCLUSION

As you can see, there are many factors to take into consideration before embarking on a distance learning course. Once you have taken all of these factors into consideration you will be able to make a wise choice about your education - the best possible investment in your future. We wish you great success!

---

<sup>i</sup> The inputs of the South African Institute for Distance Education (SAIDE) into this section is hereby acknowledged.

Checklists partly derived from p.E.2, 3, 5 & 6 of *Ensuring Quality in open Learning: A Handbook for Action*. Manpower Services Commission: U.K.

# Details of Courses

## Accounting

### **Damelin Correspondence College**

Inst of Administration & Commerce

(IAC) Dip: Accounting

*Duration:* 2 years

*Entry Qualification:* The Certificate in Business Management

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Intec College**

Inst of Administration & Commerce

(IAC) Cert in Accountancy

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

### **Intec College**

Intec Cert in Accounting

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Intec College**

Inst of Administration & Commerce

(IAC) Dip in Accountancy

*Duration:* 1 - 3 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Intec College**

Intec Dip in Accountancy

*Duration:* 1 - 2 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Intec College**

The Chartered Association of Certified Accountants (ACCA)

*Duration:* 3 years

*Entry Qualification:* Std 10 with exemption or equivalent

### **Lyceum College**

Inst of Administration & Commerce

(IAC) Dip: Accounting

*Duration:* 3 years

*Entry Qualification:* Std 10. Age, general educational background and actual business experience will also be taken into consideration

The HSRC evaluated this Diploma as equivalent to Std 10 + 3 years of study

### **Lyceum College**

Three-year University Accredited Dip: Accounting

*Duration:* 3 years

*Entry Qualification:* Std 10, but age and applicable experience will also be taken into consideration

This Diploma is accredited by the University of Pretoria

**Success College**

Chartered Association of Certified Accountants (ACCA): Introductory Dip in Accountancy

*Duration:* 2 years

*Entry Qualification:* Std 10 with exemption (50% average) and Mathematics and English

This Diploma is offered in co-operation with the University of Pretoria

**Success College**

Inst of Administration & Commerce (IAC) Dip: Accounting

*Entry Qualification:* Std 10

A full IAC Diploma comprises 14 subjects. Completion of the 6 core subjects leads to obtaining the Intermediate Certificate. The Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study. The Commission for Administration recognises IAC Diploma holders for appointment and promotion purposes in the Public Service

**Technikon SA**

Cert: Accounting for Attorneys

*Duration:* 1 year

**Technikon SA**

National Dip: Accounting

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

**University of South Africa**

Cert in Intermediate Financial Accounting

*Duration:* 6 months

*Entry Qualification:* The Certificate in Fundamental Accounting or equivalent qualification

**University of South Africa**

Course in Fundamental Accounting

*Duration:* 10 months

*Entry Qualification:* No formal educational qualifications

**University of South Africa**

Course in Practical Accounting

*Duration:* 9 months

*Entry Qualification:* Senior Certificate

**University of South Africa**

Course in the Basic Principles of Financial Statement Analysis & Interpretation

*Duration:* 10 months

*Entry Qualification:* Senior Certificate

This course is intended for persons involved in clerical or basic accounting work as well as businessmen/women interested in the analysis and interpretation of financial statements, reports etc.

**University of South Africa**

B.Compt.

*Duration:* 3 years

*Entry Qualification:* Std 10 with university admission and Mathematics HG 40% or SG 50%

**University of South Africa**

B.Compt.(Hons.)

*Duration:* 1 year

*Entry Qualification:* B.Compt. or another degree in Accounting Sciences with appropriate subjects

## Actuarial

### **Actuarial Education Service**

**Actuarial Course**

*Duration:* Approximately 3 - 5 years after graduation

*Entry Qualification:* Std 10 with university admission or an appropriate university Degree. Std 10: Mathematics 70% HG and Mathematics 70% within the last 4 years OR Mathematics and Mathematical Statistics or Actuarial Science 65% at an approved university. Graduates: Mathematics as major and 60% for one course in Mathematics OR Mathematics I plus Mathematical Statistics or Applied Mathematics as major and 60% for one of these major courses OR a pass in a university course at a level that would make applicant eligible for an exemption from any one of the Institute or Faculty examinations in fundamentals of Actuarial Mathematics, Statistics or Actuarial Mathematics. Actuarial qualifications are acknowledged worldwide. According to the HRSC this Diploma is equivalent to a Std 10 plus 5 years professional study

## Advertising

### **Damelin Correspondence College**

**Damelin Dip in Advertising**

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate experience

### **Damelin Correspondence College**

**Inst of Marketing Management (IMM)  
Graduate Dip in Advertising**

*Duration:* 1 year

*Entry Qualification:* The Certificate in Marketing Levels 1 & 2

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Erdec College**

**Dip in Advertising**

*Duration:* 18 months

*Entry Qualification:* Std 10 or 3 years experience

### **Intec College**

**Inst of Marketing Management (IMM)  
Dip in Advertising**

*Duration:* 3 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

## Agriculture & Farm Administration

### **Azaliah College of Further & Higher Education**

**Management Cert (4-6): Agriculture**

*Fields:* Crop Production, Horticulture, Large Stock, Small Stock

*Duration:* 6 months per Certificate

*Entry Qualification:* Std 10 or Certificate 3: Agricultural Studies

### **Azaliah College of Further & Higher Education**

**Vocational Cert (1-3): Agricultural Studies**

*Duration:* 6 months per Certificate

**Entry Qualification:** Std 5 and 16 years of age

### **Distinction College**

**Cert in Broiler Production**

**Duration:** Determined by student

**Entry Qualification:** Std 8 or appropriate experience in the poultry industry

Courses are in English and aimed at those wishing to enter the broiler industry either as farmers, farm managers or advisors, poultry extension staff and advisory officers or existing broiler producers wishing to improve management and productivity

### **Distinction College**

**Cert in Egg Production**

**Duration:** Determined by student

**Entry Qualification:** Std 8 or appropriate experience in the poultry industry

Courses are in English and aimed at those wishing to enter the egg production industry either as farmers or advisors, poultry extension staff and advisory officers or existing egg producers wishing to improve management and productivity

### **Intec College**

**Cert in Farming for Smallholders**

**Duration:** Approximately 12 months

**Entry Qualification:** Std 8 or N1 or equivalent

### **Lyceum College**

**Accredited Diplomas in Agriculture**

**Fields:** Livestock Science, Plant Production

**Duration:** 1 year

**Entry Qualification:** Preferably Std 10, but age and applicable experience will also be taken into consideration

This Diploma is on the level of Std 10 + 1 year of study

### **Air Pollution Control**

### **Technikon SA**

**National Cert: Air Pollution Control**

**Duration:** 1 year

**Entry Qualification:** A qualification in Public Health or Std 10 with 2 years appropriate experience

### **Anatomy & Physiology**

### **Complementary Health Studies Centre**

**Anatomy & Physiology Course**

**Duration:** 12 modules and 1 two-day practical

**Entry Qualification:** No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the BSY Diploma

### **Animal Studies**

### **Technikon SA**

**National Dip: Animal Health**

**Duration:** 3 years

**Entry Qualification:** Std 10 with a maximum of 2 subjects on LG (2 languages excluded). Admission is restricted to animal health technicians

who are part-time, permanent or contract workers of the Directorates of Animal Health (Dept of Agriculture )

### **Technikon SA**

National Dip: Laboratory Animal Technology

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded). Written evidence of access to facilities of an approved laboratory where laboratory animals are kept

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

### **Archival Science**

### **Technikon SA**

National Higher Dip: Archival Science

*Duration:* 2 years

*Entry Qualification:* Any three-year Degree or Diploma

### **Art**

### **Intec College**

Cert in Basic Art & Drawing

*Duration:* Approximately 18 months

*Entry Qualification:* Std 8

### **Intec College**

Dip in Commercial Art

*Duration:* 2 years

*Entry Qualification:* Certificate in Basic Art & Drawing or Art at Std 10 level

There are career opportunities in advertising, publishing, record companies, textile manufacturing, television studios, etc.

### **University of South Africa**

B.A.(Fine Arts)

*Duration:* 4 years

*Entry Qualification:* Std 10 with university admission

Students must be able to attend 2 practical workshops per year

### **Banking**

### **Success College**

University-accredited Dip: Bank Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics HG 40% or SG 50%

A Certificate is obtained after the 1st year and a Higher Certificate after the 2nd year. The University of Pretoria acknowledges the academic subjects as credits towards the completion of a B.Com. Degree

### **Technikon SA**

National Dip: Banking

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

### **Beauty Care / Skin Care**

### **Intec College**

Beauty Care & Personality Course

*Duration:* Approximately 5 months  
*Entry Qualification:* No requirements

### **Stellenbosch Academy of Health & Skin Care**

Stellenbosch Academy of Health & Skin Care Cert in Modular Training  
*Duration:* 3 - 9 months per module (several modules may be taken simultaneously)  
*Entry Qualification:* Std 10

### **Biblical Studies**

### **AFM Theological College (Distance Education) / International Theological Institute**

Cert in Basic Biblical Truths  
*Entry Qualification:* No formal requirements

### **AFM Theological College (Distance Education) / International Theological Institute**

Cert in Bible Study for all Ages  
*Entry Qualification:* No formal requirements

### **Rhema Correspondence Bible School**

Biblical Studies Reading Course  
*Duration:* Student proceeds at own speed  
*Entry Qualification:* No specific requirements  
 Individual subjects are studied one at a time and credit units can be earned for the Diploma

### **Rhema Correspondence Bible School**

Biblical Studies Short Course  
*Duration:* Each course contains 4 or 5 lessons. Student proceed at own speed  
*Entry Qualification:* No specific requirements  
 Individual subjects are studied one at a time and credit units can be earned for the Diploma

### **Rhema Correspondence Bible School**

Dip in Biblical Studies  
*Duration:* 3 years. This course comprises 32 seperate lessons. Student proceed at own speed  
*Entry Qualification:* No specific requirements  
 A Certificate or Diploma is awarded on the successful completion of each year

### **SA Theological Seminary**

Dip or Cert in Biblical Studies  
*Duration:* Diploma: 1 440 hours of study. Certificate: 720 hours of study  
*Entry Qualification:* No formal requirements  
 Earns 144 out of 360 credits needed for a B.Th. Degree

### **Technikon SA**

Technikon Cert: Biblical Studies  
*Duration:* 1 year  
*Entry Qualification:* This course is for students who do not have Std 10  
 After completion of this Certificate the student may enter the B.A.(Theology) Degree programme



## Bookkeeping

### **Allenby In-Home Study**

Dip in Bookkeeping

*Entry Qualification:* No formal requirements

### **Allenby In-Home Study**

Advanced Dip in Bookkeeping

*Entry Qualification:* A thorough knowledge of basic bookkeeping or the Allenby In-Home Study Diploma in Bookkeeping

### **Damelin Correspondence College**

DMS Dip: Bookkeeping (DDB)

*Duration:* 6 - 12 months

*Entry Qualification:* Std 8 (Grade 10) or appropriate experience

### **Erdec College**

Dip in Bookkeeping

*Duration:* 12 months

*Entry Qualification:* Std 10 or 3 years experience

### **Intec College**

Inst of Certified Bookkeepers (ICB)

Associate

*Duration:* 6 - 12 months

*Entry Qualification:* Certificate level of the Inst of Certified Bookkeepers (ICB) or equivalent

### **Intec College**

Inst of Certified Bookkeepers (ICB)

Cert

*Duration:* 6 - 12 months

*Entry Qualification:* Std 8 or 16 years of age

### **Intec College**

Inst of Certified Bookkeepers (ICB)

Fellowship

*Duration:* 6 - 12 months

*Entry Qualification:* Associate level of the Inst of Certified Bookkeepers (ICB) or equivalent

### **Intec College**

Intec Cert in Bookkeeping &

Accountancy

*Duration:* 6 - 12 months

*Entry Qualification:* Std 8 or 16 years of age

### **Lyceum College**

Inst of Certified Bookkeepers (ICB)

Cert, Associate Cert & Fellowship Cert

Educational evaluation by the HSRC:

Associate - training in the field of bookkeeping at the level of Std 10;

Fellow - training in the field of bookkeeping at the level of Std 10 + 1 year of study

### **Lyceum College**

Inst of Vocational Studies (IVS) 18-

month Cert (Bookkeeper, Cashier)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3 or equivalent qualification

### **Success College**

Inst of Certified Bookkeepers (ICB)

Cert, Associate Cert & Fellowship Cert

*Entry Qualification:* Candidate must be 16 years of age to enter for the examination for the Certificate (ICB). The Certificate is required to obtain an Associate Certificate of Membership (AICB). An Associate Certificate is

required to obtain a Fellow Certificate of Membership (FICB)

### Bridging Programme

#### **COLSA (College for Open Learning)**

B.Ed. Bridging Cert

*Duration:* 6 months

*Entry Qualification:* A Further Diploma in Education or a Higher Education Diploma or a Four-year Education Diploma or a Diploma in Nursing Education or T3/S3/N6 Teaching Diploma plus a Certificate in Training Access to a computer training facility

#### **University of South Africa**

Cert: Student Development

*Duration:* 7 months

*Entry Qualification:* No formal educational qualifications

The course is intended for prospective students who want to prepare themselves for tertiary studies

### Building & Construction

#### **Distancekol**

National Cert (N1-N3): Building-related Courses

*Duration:* 3 months per N level

*Entry Qualification:* Std 7 with Mathematics and Science

#### **Distancekol**

National Cert (N4-N6): Building-related Courses

*Duration:* 3 months per N level

*Qualification:* N3

#### **Intec College**

Cert in Construction Technology

*Duration:* Approximately 12 months

*Entry Qualification:* Std 8 or N1

#### **Intec College**

Dip in Construction Technology

*Duration:* Approximately 18 months

*Entry Qualification:* Certificate in Construction Technology (exemption from the certificate may be granted on the basis of previous qualifications)

#### **Lyceum College**

National Cert (N1-N3): Building Trades

*Entry Qualification:* Background experience of subjects involved

To qualify for the National Senior Certificate, four N3 subjects plus English and Afrikaans at Std 10 level are required

#### **Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Construction Manager, Building Manager)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3

#### **Lyceum College**

One-year Dip: Building Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

#### **Milwaukee International Colleges**

Dip in Practical Building

*Duration:* 4 - 6 months

*Entry Qualification:* Ability to read and write English and work with one's hands

### **Success College**

National Cert (N1-N3): Building Trades

*Entry Qualification:* N1 is required for N2 and N2 is required for N3

### **Technisa (Technical College of South Africa)**

National Cert (N1-N3): Building

*Duration:* 3 months per N level

*Entry Qualification:* Std 7 or National Certificate (Orientation) or ETS (Elementary Technisa Studies)

### **Technisa (Technical College of South Africa)**

National Cert (N4-N6): Building

*Duration:* 3 months per N level

*Entry Qualification:* N3 or Std 10 with appropriate subjects

## **Business Administration**

### **Allenby In-Home Study**

Cert in Business Administration Skills

*Entry Qualification:* No formal requirements. A working knowledge of English

This Certificate is designed for students without a formal education

### **Allenby In-Home Study**

Thames Valley University Bachelor of Business Administration (BBA)

*Entry Qualification:* Std 10 with university admission or equivalent

The course consists of 3 levels. Upon completion of level 1, the Certificate in Higher Education is obtained, upon completion of level 2 the Diploma in Higher Education is obtained and upon completion of level 3 the B. Degree in Business Administration is obtained

### **Azaliah College of Further & Higher Education**

Management Cert (4-6): Business Administration

*Duration:* 6 months per Certificate

*Entry Qualification:* Std 10 or N3 or Certificate 3

### **Azaliah College of Further & Higher Education**

Dip in Business Administration

*Duration:* 18 months each for Certificates I & II and 18 months for the Diploma

*Entry Qualification:* Std 10 (NSC) or N3 or Vocational Certificate 3 or Management Certificate

The Diploma can be obtained after the completion of Certificates I and II. Diploma is equivalent to an M+3 qualification

### **Camdev Pty Ltd**

Heriot-Watt University MBA Degree

*Fields:* Accounting, Economics, Finance, Marketing, Organisational Behaviour, Quantitative Methods, Strategic Planning

*Duration:* 18 months to 7 years

*Entry Qualification:* An Honours Degree or passes in 2 of the seven compulsory courses of this course or equivalent professional qualification. English language proficiency. The individual

courses are open to anybody without regard to previous academic qualifications  
The MBA is rated at Matric + 5 years of study

### **Graduate Institute of Management & Technology**

Henley MBA Degree

*Duration:* 2 - 3 years

*Entry Qualification:* An appropriate B. Degree and at least 2 years relevant work experience plus 2 references

### **Hawthorne University (SA)**

Dip in Business Administration

*Duration:* 1 year

*Entry Qualification:* Std 7 and 25 years of age with 5 years relevant work experience OR Std 8 and 23 years of age with 3 years relevant work experience OR Std 10

### **Hawthorne University (SA)**

International Dip in Business Administration

*Duration:* 1 year

*Entry Qualification:* Matric plus 2 years of study

### **Hawthorne University (SA)**

Associate Degree in Business Administration (ABA)

*Duration:* 1 year

*Entry Qualification:* Matric plus 2 years of study

### **Hawthorne University (SA)**

B. Business Administration (BBA)

*Duration:* 1 year

*Entry Qualification:* Matric plus 3 years

### **Hawthorne University (SA)**

Master in Business Administration (MBA)

*Duration:* 2 years

*Entry Qualification:* Matric plus 4 years of study

### **Hawthorne University (SA)**

D. Business Administration (DBA)

*Duration:* Approximately 2 years

*Entry Qualification:* Masters Degree or equivalent

### **IMC Business School SA**

Master in Business Administration (MBA) (by internet)

*Duration:* 18 - 24 months

*Entry Qualification:* B.A. or assessment of prior experiential learning + 4 yrs management experience

Access to a computer and internet compulsory. MBA - concurrent award with IMC and University of Surrey

### **Intec College**

Inst of Administration & Commerce

(IAC) Cert in Business Administration

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

### **Intec College**

Inst of Administration & Commerce

(IAC) Dip in Business Administration

*Duration:* 1 - 3 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers

(ICB) Associate Certificate or equivalent

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Milpark Business School**

Thames Valley University Master of Business Administration (MBA) Degree  
*Duration:* 2 years with ten Saturday workshops per year at the Business School

*Entry Qualification:* This programme is designed for managers, professionals and recent graduates

The MBA programme is internationally recognised and the Thames Valley University Management School is a long-standing member of the Association of Business Schools

### **Potchefstroom University for CHE** B.Business Administration (BBA)

*Duration:* 3 years

*Entry Qualification:* Std 10 with university admission

The University, in association with California State University, will issue a Certificate upon the successful completion of any BBA academic year

### **Potchefstroom University for CHE** Master in Business Administration (MBA)

*Duration:* 3 years

*Entry Qualification:* Any Degree with approximately 2 years appropriate work experience

Students without a B. Degree must apply for admission to the Advanced Certificate in Applied Management I.

A Degree consists of 3 phases

After completion of each phase, an Advanced Certificate in Applied Management may be issued as a stand-alone course, with full credits going toward the MBA programme

### **Technikon SA**

National Dip: Business Administration

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

### **Business Communication**

### **University of South Africa**

Programme in Business Communication

*Duration:* 1 year

*Entry Qualification:* Senior Certificate or equivalent qualification or relevant experience

### **Business Education**

### **Technikon SA**

National Preliminary Cert: Business Education

*Duration:* 1 year

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

## Business Management

### **Allenby In-Home Study**

Dip in Business Management

*Entry Qualification:* Std 10 or 23 years of age with an equivalent qualification and a working knowledge of English

### **Allenby In-Home Study**

Advanced Dip in Business Management

*Entry Qualification:* Allenby In-Home Study Diploma in Business Management or equivalent qualification and a working knowledge of English

### **Business Management Training College of Southern Africa**

Dip in Business Management - Dip IBM

*Duration:* 1 year

*Entry Qualification:* Basic schooling with at least 2 years practical experience. At least 1 year in a supervisory position or owner of business  
Teaching practical business skills.  
Producing well balanced and effective managers. Diploma well recognised.  
No year end examinations - 4 assignments have to be passed. Study loans available to deserving students

### **COLSA (College for Open Learning)**

Cert in Business Management

*Fields:* Finance, Human Resource Management, Law, Marketing, Retail Business Management, Transport  
*Duration:* 6 months

*Entry Qualification:* Std 8 or 23 years of age

ated by Technikon SA

### **Damelin Correspondence College**

Inst of Administration & Commerce (IAC) Cert: Business Management

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate experience

### **Damelin Correspondence College**

Inst of Administration & Commerce (IAC) Dip: Business Management

*Duration:* 2 years

*Entry Qualification:* The Certificate in Business Management

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Damelin Correspondence College**

SA Inst of Management (SAIM) Dip: Business Management

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12)

### **Damelin Correspondence College**

SA Inst of Management (SAIM)

Intermediate Dip: Business Management

*Duration:* 1 year

*Entry Qualification:* The SA Inst of Management (SAIM) Diploma in Business Management

### **Damelin Correspondence College**

SA Inst of Management (SAIM)

Advanced Dip: Business Management

*Duration:* 1 year

*Entry Qualification:* The SA Inst of Management (SAIM) Intermediate Diploma in Business Management

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Erdec College**

Dip in Business Leadership

*Duration:* 24 months

*Entry Qualification:* 5 years experience or Std 10 with 3 years experience or a tertiary qualification with 2 years experience

### **Erdec College**

Dip in Business Management

*Duration:* 12 months

*Entry Qualification:* Std 10 or 3 years experience

### **Hampton Community College**

Business Management Association (BMA) Dip (Associate level)

*Fields:* Adult Education, Bookkeeping, Cost Control, Human Resources, Public Relations & Marketing

*Duration:* 6 months per subject

*Entry Qualification:* No requirements  
Associate membership is equivalent to matric. Certificates are issued for single subjects passed

### **Hampton Community College**

Business Management Association (BMA) Dip (Fellow level)

*Fields:* Adult Education, Business Management, Financial & Cost Accounting, Human Resources, Public Relations & Marketing

*Duration:* 6 months per subject

*Entry Qualification:* No requirements  
Fellow membership is equivalent to matric + 1 year of study. Certificates issued for single subjects passed

### **Hampton Community College**

Business Management Association (BMA) Dip (Member level)

*Fields:* Adult Education, Bookkeeping, Human Resources, Public Relations & Marketing

*Duration:* 6 months per subject

*Entry Qualification:* No requirements  
Member level is Standard 8 equivalent. Certificates are issued for single subjects passed

### **Intec College**

Inst of Administration & Commerce (IAC) Cert in Business Management

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

### **Intec College**

Dip in Business Management

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Intec College**

Inst of Administration & Commerce (IAC) Dip in Business Management

*Duration:* 1 - 3 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Intec College**

Intec Dip in Business Management

*Duration:* 1 - 2 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Intec College**

The SA Inst of Management (SAIM) Intermediate Dip in Business Management

*Duration:* 12 months

*Entry Qualification:* The SA Inst of Management (SAIM) Diploma or equivalent

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Intec College**

The SA Inst of Management (SAIM) Advanced Dip in Business Management

*Duration:* 12 months

*Entry Qualification:* The SA Inst of Management (SAIM) Intermediate Diploma or equivalent

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Lyceum College**

Inst of Administration & Commerce (IAC) Dip: Business Management

*Duration:* 3 years

*Entry Qualification:* Std 10. Age, general educational background and

actual business experience will also be taken into consideration

The HSRC evaluated this Diploma as equivalent to Std 10 + 3 years of study

### **Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip Parts 1, 2 & 3

*Fields:* Business Management, Entrepreneurship, Small Business Management

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute of Vocational Studies Certificate Part 3

### **Success College**

Inst of Administration & Commerce (IAC) Dip: Business Management

*Entry Qualification:* Std 10

A full IAC Diploma comprises 14 subjects. Completion of the 6 core subjects leads to obtaining the Intermediate Certificate. The Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study. The Commission for Administration recognises IAC Diploma holders for appointment and promotion purposes in the Public Service

### **Success College**

University-accredited Dip: Business Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics HG 40% or SG 50%  
A Certificate is obtained after the 1st year and a Higher Certificate after the 2nd year. The University of Pretoria acknowledges the academic subjects



as credits towards the completion of a B.Com. Degree

### University of South Africa

Cert Programme in the Basics of Business

*Duration:* 1 year

The aim of this programme is to train entrepreneurs and managers in the basic principles of underlying business

### University of South Africa

Programme in International Business

*Duration:* 1 year

*Entry Qualification:* Senior Certificate or equivalent qualification

### University of South Africa

Master's Dip in Business Leadership

*Duration:* 4 years

*Entry Qualification:* B. Degree and at least 3 years appropriate work experience in an approved business

### Witwatersrand Institute for Tertiary Tuition

Cert in Business Management

*Duration:* 6 months

*Entry Qualification:* Std 8

Certificate issued by Hawthorne University (SA)

## Business Studies

### Allenby In-Home Study

Inst of Business Studies (IBS) Cert

*Entry Qualification:* No formal requirements

It is strongly recommended that students without a formal high school

qualification first complete the Allenby In-Home Study Certificate of Business Administration Skills

### Allenby In-Home Study

Inst of Business Studies (IBS) Dip

*Entry Qualification:* The IBS Certificate or any other qualification that the IBS has accredited

### Azaliah College of Further & Higher Education

Vocational Cert (2-3): Business Studies

*Fields:* Accounting, Administrative, Entrepreneurship, Secretarial

*Duration:* 6 months per Certificate

*Entry Qualification:* Std 7 or Std 8 or N1

For the Secretarial option students must have access to a computer to enrol for Computer Practice NSC

### Damelin Correspondence College

Dip: Inst of Business Studies (IBS)

*Duration:* 1 year

*Entry Qualification:* Std 8 (Grade 10)

### Damelin Correspondence College

Advanced Dip: Inst of Business Studies (IBS)

*Duration:* 1 year

*Entry Qualification:* The Diploma of the Institute of Business Studies or Std 10 (Grade 12) with Mercantile Law, Business Economics or Economics or Std 10 (Grade 12) with 2 years full-time employment in an approved clerical capacity

### Distancekol

National Intermediate Cert (NIC):

Business Studies

*Duration:* 1 year

*Entry Qualification:* Std 7

### **Distancekol**

National Cert (N4-N6): Business Studies

*Duration:* 6 months per N level

*Entry Qualification:* N3

### **Distancekol**

National Senior Cert (NSC): Business Studies

*Duration:* 1 year

*Entry Qualification:* National Intermediate Cert: Business Studies

### **Hampton Community College - London Chamber of Commerce & Industry Examinations Board (LCCI)**

Group Diploma in Business Studies

*Duration:* 1 year

*Entry Qualification:* No requirements  
These subjects are equivalent to GCE A Levels

### **Intec College**

Intec Cert in Business Studies

*Duration:* 6 - 12 months

*Entry Qualification:* Std 8 or equivalent

### **Intec College**

Inst of Business Studies (IBS) Dip in Business Studies

*Duration:* 6 - 12 months

*Entry Qualification:* Std 8 or equivalent

### **Intec College**

Inst of Business Studies (IBS) Higher Dip in Business Studies

*Duration:* 6 - 12 months

*Entry Qualification:* Inst of Business Studies (IBS) Diploma or Std 10 with 2

years employment acceptable to the Institute

The IBS Higher Diploma is recognised by the HSRC as equivalent to a Business Matric

### **Pretoria College**

National Cert (N1-N6): Business Studies

*Duration:* 6 months per N level

*Entry Qualification:* Std 10 (HG 40% or SG 50%) or N3

### **Technisa (Technical College of South Africa)**

National Cert (N2-N3): Business Studies

*Fields:* Accounting, Administrative, Secretarial

*Duration:* 1 year per N level

*Entry Qualification:* Std 7

### **Technisa (Technical College of South Africa)**

National Intermediate Cert (NIC): Business Studies

*Fields:* Accounting, Administrative, Secretarial

*Duration:* 1 year

*Entry Qualification:* Std 7

### **Technisa (Technical College of South Africa)**

National Cert (N4-N6): Business Studies

*Fields:* Legal, Management Assistant

*Entry Qualification:* NSC or N3 or Std 10

### **Technisa (Technical College of South Africa)**

National Senior Cert (NSC): Business Studies

*Fields:* Accounting, Administrative, Secretarial

*Duration:* 1 year

*Entry Qualification:* NIC

### **University of South Africa**

Course in Business Environment & Information Technology

*Duration:* 9 months

*Entry Qualification:* Senior Certificate

### **Calligraphy**

#### **Intec College**

Calligraphy Cert

*Duration:* Approximately 12 months

*Entry Qualification:* Std 8

### **Care of Children / the Aged / the Handicapped**

#### **Distancekol**

National Intermediate Cert (NIC): Care of Children / the Aged / the Handicapped

*Duration:* 1 year

*Entry Qualification:* Std 7

#### **Distancekol**

National Senior Cert (NSC): Care of Children / the Aged / the Handicapped

*Duration:* 1 year

*Entry Qualification:* National Intermediate Cert

#### **Intec College**

Dip in Child Day Care

*Duration:* Approximately 18 months

*Entry Qualification:* Std 10

#### **Technikon SA**

National Dip: Residential Child Care

*Duration:* 3 years

*Entry Qualification:* Std 10 (people who are above the age of 23 with Std 8 and relevant work experience may apply for provisional admission)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

### **Technisa (Technical College of South Africa)**

National Intermediate Cert (NIC): Care of Children / the Aged / the Handicapped

*Duration:* 1 year

*Entry Qualification:* Std 7

### **Technisa (Technical College of South Africa)**

National Senior Cert (NSC): Care of Children / the Aged / the Handicapped

*Duration:* 1 year

*Entry Qualification:* NIC

#### **University of South Africa**

Cert in Child & Youth Care

*Duration:* 2 years

*Entry Qualification:* Senior Certificate

## Chartered Secretaries & Administrators

### **Damelin Correspondence College**

Inst of Chartered Secretaries & Administrators (CIS) Intermediate Cert  
*Entry Qualification:* Std 10 (Grade 12) with university admission or, under certain conditions, Std 10 (Grade 12) without university admission

### **Damelin Correspondence College**

Inst of Chartered Secretaries & Administrators (CIS) Final Dip  
*Entry Qualification:* The CIS Intermediate Certificate  
 This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Intec College**

Inst of Chartered Secretaries & Administrators (CIS) Cert  
*Duration:* 1 - 2 years  
*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

### **Intec College**

Inst of Chartered Secretaries & Administrators (CIS) Dip  
*Duration:* 1 - 2 years  
*Entry Qualification:* Inst of Chartered Secretaries (CIS) Certificate or equivalent  
 Members are qualified to perform the duties of an accounting officer.  
 Practising secretaries who have completed the requirements for Associate Membership

(ACIS) are accorded to degree status for employment purposes

### **Lyceum College**

Inst of Chartered Secretaries & Administrators (CIS) Dip  
*Entry Qualification:* Std 10 or Std 10 with matriculation exemption.  
 Candidates under 23 years of age should have passed at least 5 subjects (50% SG or 40% HG). Candidates without Std 10 who are at least 23 years of age may be accepted for registration if they have passed 4 subjects at Std 10 level and have 3 years acceptable commercial experience. The subjects must include 1 official language and 1 of the following: Mathematics, Accounting or Physical Science  
 This Diploma has been evaluated by the HSRC as equivalent to Std 10 + 3 years of study and is recognised by the State as equivalent to 3 years university study, i.e. B.Com.

### **Success College**

Inst of Chartered Secretaries & Administrators (CIS) Dip  
*Entry Qualification:* Std 10 with at least 5 subjects on SG 50% or HG 40%. Afrikaans or English and 1 of the following: Mathematics, Physical Science or Accounting plus 3 other academic or commercial subjects.  
 Candidates of 23 years of age or older must have passed at least 4 Std 10 subjects based on the requirements above and render proof of sufficient business or management experience. After completion of certain subjects an Intermediate Certificate is obtained

### Chemistry

#### Distancekol

National Cert (N1-N3): Chemistry

*Duration:* 3 months per N level

*Entry Qualification:* Std 7 with Mathematics and Science

#### Distancekol

National Cert (N4-N6): Chemistry

*Duration:* 3 months per N level

*Entry Qualification:* N3

#### Intec College

Chemical Laboratory Assistant Cert

*Duration:* Approximately 12 months

*Entry Qualification:* Std 10

#### Intec College

Analytical Chemistry Dip

*Duration:* Approximately 18 months

*Entry Qualification:* Intec Certificate for Chemical Laboratory Assistant

#### Intec College

Dip in Industrial Chemistry

*Duration:* Approximately 18 months

*Entry Qualification:* Certificate for Chemical Laboratory Assistants

### Church Management

**AFM Theological College (Distance Education) / International Theological Institute**

Special Courses in Church Management - Sunday School

ng, etc.

*Entry Qualification:* No formal requirements

#### Success College

Dip: Church Management

*Duration:* 18 months

*Entry Qualification:* Std 10 and/or being trained in Theology or application for entry based on age and relevant experience

This Diploma is offered in co-operation with the University of Pretoria

### Civil Investigation

**Veritas Kollege vir Beroepsopleiding**

Dip in Civilus (SA)

*Duration:* 46 study weeks

*Entry Qualification:* Std 8

A qualified person may join the Civilological Profession and become a member of the S.A. Council of Civil Investigators and may also run a private practice

### Clinical Sciences

**Complementary Health Studies Centre**

Basic Clinical Sciences Course

*Duration:* 12 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the BSY Diploma

### Coaching

#### Success College

Cert & Higher Cert: Science of Coaching

*Duration:* The Certificate is obtained after the 1st year and the Higher Certificate after the 2nd year of study

*Entry Qualification:* Std 10

These Certificates are offered in co-operation with the Rand Afrikaans University

### Combustion Principles & Practice

#### Distancekol

National Cert: Combustion Principles & Practice

*Duration:* 1 year

*Entry Qualification:* Std 7 with Mathematics and Science

#### Technisa (Technical College of South Africa)

Cert in Combustion Principles & Practice

### Commerce & Administration

#### Azaliah College of Further & Higher Education

National Dip: Commercial Administration

*Duration:* 18 months each for the National and the National Higher Certificates and 18 months for the National Diploma

*Entry Qualification:* Std 10 with Afrikaans or English HG 50% or SG 60% and Typing SG 50%

The National Diploma can be obtained after the completion of the National Certificate and the National Higher Certificate. The National Diploma is equivalent to an M+3 qualification

#### Damelin Correspondence College

Inst of Administration & Commerce (IAC) Intermediate Cert

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate business experience

#### Lyceum College

Pre-University Dip

*Entry Qualification:* Candidates with Std 10 with university admission whose marks are too low to gain entrance to a B.Com. Degree

After completion of the course, students gain automatic acceptance to the 1st year of the B.Com. Degree at the University of Pretoria and students will receive credits for semester courses already passed

#### Technikon SA

National Dip: Administrative Management

*Fields:* General, Financial

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

**Technikon SA**

National Dip: Commercial Practice

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

**University of South Africa**

B.Admin.

*Duration:* 3 years

*Entry Qualification:* Std 10 with university admission

**University of South Africa**

B.Com.

*Fields:* General

*Duration:* 3 years

*Entry Qualification:* Std 10 with university admission

**University of South Africa**

B.Admin.(Hons.)

*Duration:* 1 year

*Entry Qualification:* B.Admin. or an appropriate B. Degree including at least six B.Admin. courses

**University of South Africa**

B.Com.(Hons.)

*Duration:* 1 year

*Entry Qualification:* B.Com. or B.Compt. or another appropriate degree in Accounting Sciences or an appropriate B. Degree with at least six B.Com. subjects

**University of South Africa**

M.Admin.

*Duration:* 1 year

*Entry Qualification:* B.Admin.(Hons.)

**Communication Management****Success College**

University-accredited Dip:

Communication Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics HG 40% or SG 50%

A Certificate is obtained after the 1st year and a Higher Certificate after the 2nd year of study. The University of Pretoria acknowledges the academic subjects as credits towards the completion of a B.Com. Degree

**Community Development****University of South Africa**

Cert in Community Capacity Building

*Duration:* 1 year

*Entry Qualification:* Senior Certificate

**University of South Africa**

Cert in Community-based Development

*Duration:* 1 year

*Entry Qualification:* Senior Certificate

**Company Administration****Technikon SA**

National Dip: Company Administration

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

**Technikon SA**

B.Tech. Degree: Company  
Administration

*Duration:* 1 year

*Entry Qualification:* Appropriate  
National Diploma

**Technikon SA**

B.Tech. Degree: Corporate  
Administration

*Duration:* 1 year

*Entry Qualification:* Appropriate  
National Diploma

**Company Secretaryship**
**Damelin Correspondence College**

Inst of Administration & Commerce  
(IAC) Dip: Company Secretaryship

*Duration:* 2 years

*Entry Qualification:* The Certificate in  
Business Management

This Diploma is evaluated by the HSRC  
as equivalent to Std 10 + 3 years of  
study

**Intec College**

Dip in Company Secretaryship

*Duration:* 1 - 2 years

*Entry Qualification:* Std 10 or the Inst of  
Business Studies (IBS) Higher Diploma  
or equivalent

**Intec College**

Inst of Administration & Commerce  
(IAC) Dip in Company Secretaryship

*Duration:* 1 - 3 years

*Entry Qualification:* Std 10 or the Inst of  
Business Studies (IBS) Higher Diploma  
Inst of Certified Bookkeepers

(ICB) Associate Certificate or  
equivalent

This Diploma is evaluated by the HSRC  
as equivalent to Std 10 + 3 years of  
study

**Success College**

Inst of Administration & Commerce  
(IAC) Dip: Company Secretaryship

*Entry Qualification:* Std 10

A full IAC Diploma comprises 14  
subjects. Completion of the 6 core  
subjects leads to obtaining the  
Intermediate Certificate. The Diploma is  
evaluated by the HSRC as equivalent  
to Std 10 + 3 years of study. The  
Commission for Administration  
recognises IAC Diploma holders for  
appointment and promotion purposes  
in the Public Service

**Complementary / Alternative Health**
**Complementary Health Studies  
Centre**

Acupressure/Acupuncture Techniques  
Course

*Duration:* 12 modules + assignments

*Entry Qualification:* No formal  
requirements, assessment in certain  
fields of study is necessary  
Students obtaining 70% or more  
receive the BSY Diploma

**Complementary Health Studies  
Centre**

Alexander Technique Course

*Duration:* 6 modules



**Entry Qualification:** No formal requirements, assessment in certain fields of study is necessary  
This course comprises health through better posture. Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Aromatherapy & Advanced Aromatherapy Course

**Duration:** Beginners: 12 modules.

Advanced: 16 modules with 3 two-day workshops

**Entry Qualification:** No formal requirements, assessment in certain fields of study is necessary  
Practical training available. Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Auriculotherapy Course

**Duration:** 10 modules

**Entry Qualification:** No formal requirements, assessment in certain fields of study is necessary  
This course comprises the use of pressure points on the ear. Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Bates Method (The Art of seeing)

**Duration:** 6 modules

**Entry Qualification:** No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Colour Therapy Course

**Duration:** 10 modules

**Entry Qualification:** No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the BSY Diploma. Practical training is also available

### **Complementary Health Studies Centre**

Hypnology Course

**Duration:** 10 modules

**Entry Qualification:** No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Iridology Course

**Duration:** 10 modules with a two-day workshop

**Entry Qualification:** No formal requirements, assessment in certain fields of study is necessary  
The course comprises the examination of the iris of the eye. Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Massage Course

**Duration:** 12 modules

**Entry Qualification:** No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Meditation Course

*Duration:* 12 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Professional Hypnotherapist Course  
*Duration:* 21 modules and 2 two-day workshops

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more qualify for Associate Membership of the Midland Institute of Hypnotherapy

### **Complementary Health Studies Centre**

Reflexology & Advanced Reflexology Courses

*Duration:* Beginners: 8 modules with 3 two-day practicals Advanced: 12 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the BSY Diploma and accreditation with the SA Reflexology Society as Registered Reflexologist (RAMS Number)

### **Complementary Health Studies Centre**

Shiatsu Course

*Duration:* 10 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

The course comprises means of maintaining and restoring health.

Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Dip in Kinesiology

*Duration:* 10 modules with 2 two-day workshop/practical

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive the BSY Diploma. Practical training is also available

### **Complementary Health Studies Centre**

Dip in Magnet Therapy

*Duration:* 10 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive the BSY Diploma

### **South African College of Herbal Medicine & Health**

Aromatherapy Cert

*Duration:* 2 - 6 months

*Entry Qualification:* Students must be able to read and write English

### **The SA Institute for Complementary Health Sciences**

Dip in Complementary Health in the Primary Health Care Approach

*Duration:* 1 year

*Entry Qualification:* Std 10, ideally with Mathematics, Science and/or Biology, although this is not compulsory  
Diploma accredited by the Technikon SA

### **Computer Studies / Information Technology**

### **Business Management Training College of Southern Africa**

Dip in Computer Literacy (Dip Comp Lit)

*Duration:* 1 year

An introductory course to the use of computers. Designed as background knowledge for decision makers not necessary operating computers self. Access to a computer is compulsory

### **Computer Training Institute (CTI)**

Dip in Programming

*Duration:* 8 months

*Entry Qualification:* Std 10 SG with Mathematics or Science or Computer Science

Programming Language to be chosen from: C++, Delphi, Visual Basic, Pascal or Cobol

### **Intec College**

A+ Certification

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10

### **Intec College**

Certified Microsoft Solution Developer

*Duration:* 12 months

*Entry Qualification:* Std 10

### **Intec College**

Certified Novell Administrator (CNA)

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10

### **Intec College**

Certified Novell Engineer (CNE)

*Duration:* 12 months

*Entry Qualification:* Std 10

### **Intec College**

Introductory Computer Courses: Word, Excel, Windows, Power Point

*Duration:* 3 months each

*Entry Qualification:* Std 8

### **Intec College**

Microsoft Certified Systems Engineer (MCSE)

*Duration:* 12 months

*Entry Qualification:* Std 10

### **Intec College**

PC Support Specialist

*Duration:* 12 months

*Entry Qualification:* Std 10

### **Intec College**

Programming in C Cert

*Duration:* 12 months

*Entry Qualification:* Std 10

### **Intec College**

Understanding and Using the Internet

*Duration:* 4 months

*Entry Qualification:* Std 8 or equivalent

**Lyceum College**

Cert in Computer Programming (Turbo C++)

*Entry Qualification:* Std 8

**Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Information Manager, Systems Analyst, Programmer)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3 or equivalent qualification

**Lyceum College**

One-year Dip: Information Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

**Technikon SA**

National Dip: Information Technology

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

The National Certificate: Information Technology will be awarded to students who passed 4 subjects from the prescribed curriculum

**University of South Africa**

Course in Business Computing

*Duration:* 10 months

*Entry Qualification:* Senior Certificate and access to an IBM or IBM-compatible computer and a basic accounting background

This course is intended for persons involved in accounting and/or clerical work on a microcomputer

**University of South Africa**

Dip in Datametrics

*Duration:* 1 - 5 years

*Entry Qualification:* Std 10 with university admission and Mathematics HG 40% or SG 50%

**Conflict Management****University of South Africa**

Cert Courses in Peace Education & Conflict Management

*Duration:* Short course - 6 months.

Certificate - 9 months. Programme - 12 months

**Conservation & Environmental Studies****Allenby In-Home Study**

Higher Dip in Game Ranging

*Duration:* 6 months theory module and 1 month full-time practice

*Entry Qualification:* Std 10 or equivalent, a working knowledge of English and a code 08 driver's licence. This course is offered in co-operation with Eco Training and serves as the foundation for a career in Game Ranging

**Technikon SA**

National Dip: Nature Conservation

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded) with Biology

**Technikon SA**

B.Tech. Degree: Nature Conservation

*Duration:* 1 year

*Entry Qualification:* National Diploma:  
Nature Conservation

**University of South Africa**

Cert for Environmental Educators

*Duration:* 6 months

*Entry Qualification:* Completion of  
secondary schooling

**Corrosion Control**

**Technikon SA**

Cert: Corrosion Control

*Duration:* 11 months

*Entry Qualification:* Std 10

**Cost & Management Accounting**

**Damelin Correspondence College**

Inst of Administration & Commerce

(IAC) Dip: Cost & Management

Accounting

*Duration:* 2 years

*Entry Qualification:* The Certificate in  
Business Management

This Diploma is evaluated by the HSRC  
as equivalent to Std 10 + 3 years of  
study

**Intec College**

Inst of Administration & Commerce

(IAC) Dip in Cost & Management

Accounting

*Duration:* 1 - 3 years

*Entry Qualification:* Std 10 or the Inst of  
Business Studies (IBS) Higher Diploma

or the Inst of Certified Bookkeepers  
(ICB) Associate Certificate or  
equivalent

This Diploma is evaluated by the HSRC  
as equivalent to Std 10 + 3 years of  
study

**Intec College**

Intec Dip in Cost & Management

Accounting

*Duration:* 1 - 2 years

*Entry Qualification:* Std 10 or the Inst of  
Business Studies (IBS) Higher Diploma  
or equivalent

**Lyceum College**

Inst of Administration & Commerce

(IAC) Dip: Cost & Management

Accounting

*Duration:* 3 years

*Entry Qualification:* Std 10 and 16  
years of age. General educational  
background and business experience  
will also be taken into consideration

**Success College**

Inst of Administration & Commerce

(IAC) Dip: Cost & Management

Accounting

*Entry Qualification:* Std 10

A full IAC Diploma comprises 14  
subjects. Completion of the 6 core  
subjects leads to obtaining the  
Intermediate Certificate. The Diploma is  
evaluated by the HSRC as equivalent  
to Std 10 + 3 years of study. The  
Commission for Administration  
recognises IAC Diploma holders for  
appointment and promotion purposes  
in the Public Service

**Technikon SA**

National Dip: Cost & Management Accounting

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

A National Certificate is obtained after the 1st year and a National Higher Certificate after the 2nd year of study

**Technikon SA**

B.Tech. Degree: Cost & Management Accounting

*Duration:* 1 year

*Entry Qualification:* National Diploma in Cost and Management Accounting or any National Diploma or B. Degree with appropriate major subjects in Cost and Management Accounting and Financial Accounting

**University of South Africa**

Course in Cost Accounting & Quantitative Methods

*Duration:* 9 months

*Entry Qualification:* Senior Certificate

**Counselling****COLSA (College for Open Learning)**

Cert in Advanced Counselling

*Duration:* 1 year (6 workshops included)

*Entry Qualification:* Psychology III or people in helping professions  
Accredited by Rand Afrikaans University

**COLSA (College for Open Learning)**

Cert in Christian Lay Counselling

*Duration:* 1 year (distance + contact training)

*Entry Qualification:* Std 10 plus selection

Accredited by Rand Afrikaans University

**Complementary Health Studies Centre**

Alcohol & Drug Counselling Course

*Duration:* 10 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the ASC Diploma

**Complementary Health Studies Centre**

Anger & Aggression Management Course

*Duration:* 6 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive a Certificate of Competence

**Complementary Health Studies Centre**

Basic & Advanced Counselling Skills Course

*Duration:* 6 modules for each course plus a two-day practical

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the ASC Diploma

### **Complementary Health Studies Centre**

Bereavement Counselling

*Duration:* 6 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive a Certificate of Competence

### **Complementary Health Studies Centre**

Co-Dependency Counselling

*Duration:* 6 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive a Certificate of Competence

### **Complementary Health Studies Centre**

Family Therapy Course

*Duration:* 6 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive a Certificate of Competence

### **Complementary Health Studies Centre**

Psychotherapy Course

*Duration:* 10 modules plus a two-day practical and a mini thesis

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the ASC Diploma

### **University of South Africa**

Basic Counselling Course

*Duration:* 1 year. Includes practical training

### **University of South Africa**

Cert in Career Guidance

*Duration:* 1 year

*Entry Qualification:* Senior Certificate and the ability to communicate in English

### **University of South Africa**

Cert: Christian Counselling

*Duration:* 1 year. Includes practical training

### **University of South Africa**

Cert: Counselling the Young Child & the Adolescent

*Duration:* 6 months. Includes practical training

### **University of South Africa**

Cert: Facilitator Skills

*Duration:* 7 months. Includes practical training

This course provides training to become a counsellor and mediator in trauma counselling and conflict resolution and mediation and alternative resolutions

### **University of South Africa**

Cert: Lay Counselling Programme

*Duration:* 1 year

*Entry Qualification:* Any primary, secondary or tertiary education

### **University of South Africa**

Introductory Programme: Externship

**Duration:** 1 year. Includes practical training

To provide those with minimal therapy and counselling experience a conceptual framework for understanding and 'treating' families

### **University of South Africa**

Advanced Programme: Externship

**Duration:** 1 year. Includes practical training

To provide advanced training for those with a background in individual and family therapy

### **Credit Management**

#### **Lyceum College**

One-year University Accredited Cert: Credit Management

**Duration:** 1 year

**Entry Qualification:** Std 8

This Certificate is accredited by the University of Pretoria

#### **Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Credit Manager, Credit Controller)

**Duration:** 18 months

**Entry Qualification:** Std 10 or the Institute's Certificate Part 3 or equivalent qualification

#### **Lyceum College**

One-year Dip: Credit Management

**Duration:** 1 year

**Entry Qualification:** Std 10 and 18 years of age

#### **Success College**

Inst of Vocational Studies (IVS) Dip:

Credit Management

**Duration:** 18 months

**Entry Qualification:** Std 10

#### **Technikon SA**

National Dip: Credit Management

**Duration:** 3 years

**Entry Qualification:** Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

### **Criminology**

#### **University of South Africa**

Cert Programme in Forensic

Criminalistics

**Duration:** 2 years

**Entry Qualification:** Senior Certificate

### **Dental Assisting**

#### **Intec College**

Cert: Dental Office Assistant

**Duration:** Determined by student

**Entry Qualification:** Std 8 or equivalent

### **Development Studies**

#### **University of South Africa**

Dip in Development Studies

**Duration:** 2 years

**Entry Qualification:** Std 10 with at least 5 subjects on HG or SG



### Disaster Management

#### Technikon SA

Cert: Disaster Management

*Fields:* Disasters & Developments,  
Disaster Preparedness & Response,  
Introduction to and Overview of  
Disaster Management

*Duration:* 6 months - 1 year (for all 3  
certificate courses simultaneously)

*Entry Qualification:* Std 10 or N3 or Std  
8 and appropriate experience

The Certificates are recognised and  
accredited by the Emergency and  
Disaster Management Association of  
SA

### Draughting

#### Intec College

Cert in Building Draughting

*Duration:* Approximately 12 months

*Entry Qualification:* Std 8 or N1.

Exemption from formal qualifications  
may be granted in certain  
circumstances based on age and  
relevant work experience

#### Intec College

Cert in Mechanical Engineering  
Draughting

*Duration:* 12 months

*Entry Qualification:* Std 8 or N1.

Exemption from formal qualifications  
may be granted in certain  
circumstances based on age and  
relevant work experience

#### Intec College

Cert in Architectural Draughting

*Duration:* Approximately 18 months

*Entry Qualification:* Intec Certificate in  
Building Draughting or exemption in  
certain circumstances on the basis of  
previous qualifications

#### Intec College

Dip in Engineering Draughting

*Duration:* Approximately 18 months

*Entry Qualification:* Certificate in  
Mechanical Engineering Draughting

### Drilling Practice

#### Technikon SA

National Dip: Drilling Practice

*Duration:* 3 years

*Entry Qualification:* Std 10 with a  
maximum of 2 subjects on LG (2  
languages excluded) with Mathematics.  
Students must be employed in a drilling  
practice or related career

### Economics

#### Lyceum College

One-year Academic Dip: Economic  
Sciences

*Duration:* 1 year

*Entry Qualification:* Std 10 with  
university admission

After successful completion of this  
Diploma, the student is allowed access  
to the 2nd year of a B.Com. Degree at  
the University of Pretoria and receives  
credit for all semester courses passed

**Success College**

University-accredited Dip: Agricultural Economics

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics HG 40% or SG 50%

A Certificate is obtained after the 1st year and a Higher Certificate after the 2nd year of study. The University of Pretoria acknowledges the academic subjects as credits towards the completion of a B.Com. Degree

**Technikon SA**

National Dip: Economic Management Analysis

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

**University of South Africa**

Course in Economic Environment

*Duration:* 9 months

*Entry Qualification:* Senior Certificate

<b>Educare</b>
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**Azaliah College of Further & Higher Education**

Introductory N4: Early Childhood Development (Educare)

*Duration:* 6 months

*Entry Qualification:* NIC (Std 10)

**Azaliah College of Further & Higher Education**

National Intermediate Cert (NIC): Early Childhood Development (Educare)

*Duration:* 1 year

*Entry Qualification:* Std 7. Work experience will also be considered

**Azaliah College of Further & Higher Education**

National Senior Cert (NSC): Early Childhood Development (Educare)

*Duration:* 1 year

*Entry Qualification:* NIC

**Azaliah College of Further & Higher Education**

National Cert (N4-N6): Early Childhood Development (Educare)

*Duration:* 6 months per N level

*Entry Qualification:* Std 10 or N3 or Introductory: Educare

**Distancekol**

National Intermediate Cert (NIC): Educare

*Fields:* Educare

*Duration:* 1 year

*Entry Qualification:* Std 7

**Distancekol**

National Senior Cert (NSC): Educare

*Duration:* 1 year

*Entry Qualification:* National Intermediate Cert: Educare

**Technisa (Technical College of South Africa)**

National Intermediate Cert (NIC): Educare

*Duration:* 1 year

*Entry Qualification:* Std 7

### **Technisa (Technical College of South Africa)**

National Senior Cert (NSC): Educare

*Duration:* 1 year

*Entry Qualification:* NIC Educare

### **Education**

### **Azaliah College of Further & Higher Education**

Primary Education Bridging Course

*Duration:* 1 year

*Entry Qualification:* Teachers with Std 8 (without a PTC) plus 5 years experience or teachers with Std 8 and a PTC or LPTC and 5 years employment in a teaching position Std 10 and 5 years employment in a teaching position

### **Azaliah College of Further & Higher Education**

Primary Education Cert II

*Duration:* 18 months

*Entry Qualification:* Std 8 plus the Bridging Course and 5 years employment in a teaching post

### **Azaliah College of Further & Higher Education**

Dip in Education: (Combined) Junior Primary & Senior Primary

*Duration:* 2 years

*Entry Qualification:* Teachers with Std 8 plus PTC or LPTC or Std 10 plus the Bridging Course. Teachers must have been employed in a teaching position for 5 years

### **Azaliah College of Further & Higher Education**

Dip in Education: Junior Primary & Senior Primary

*Duration:* 18 months

*Entry Qualification:* Teachers with Std 10 plus a Primary Teacher's Certificate (PTC)

### **Azaliah College of Further & Higher Education**

National Dip in Education: Commerce Secondary

*Duration:* 5 - 6 years

*Entry Qualification:* Std 10 (Senior Certificate) with 2 approved languages plus one other subject on HG. Mathematics option: Mathematics HG 40% or SG 50%

### **Azaliah College of Further & Higher Education**

Higher Dip in Education: Junior Primary & Senior Primary

*Duration:* 18 months

*Entry Qualification:* Primary Teacher's Diploma (PTD)

### **Azaliah College of Further & Higher Education**

National Higher Dip: Education: Secondary

*Duration:* 18 months

*Entry Qualification:* National Diploma or equivalent. Candidate should have passed at least 5 approved teaching subjects

This course is open for non-teachers and is a great opportunity for people who want to become secondary teachers

### **Azaliah College of Further & Higher Education**

National Higher Dip: Education: Technical

*Duration:* 18 months

*Entry Qualification:* National Certificate N4 or equivalent which includes an appropriate drawing subject (except for hairdressers or persons who have specialised in electricity), 2 languages at Std 10 level and 3 years of artisan experience upon completion of a trade test or required period or artisan's diploma

### **Azaliah College of Further & Higher Education**

B.Tech: Education: Commerce (Secondary)

*Duration:* 18 months

*Entry Qualification:* National Diploma: Education (Commerce) or a three-year qualification which is accepted by the Academic Board of the Technikon

### **Azaliah College of Further & Higher Education**

B.Tech: Education: Management (Primary & Secondary)

*Duration:* 18 months

*Entry Qualification:* A three-year Post-School qualification M+3 (teacher training included) which is accepted by the Academic Board of the Technikon plus 3 years teaching experience

### **Azaliah College of Further & Higher Education**

B.Tech: Education: Post-School

*Duration:* 18 months

*Entry Qualification:* Std 10 (Senior Certificate) plus a qualification

evaluated as M+3 and related to a specialised field e.g. Marketing

### **COLSA (College for Open Learning)**

Cert Course for Adult Basic Education (ABET) Co-ordinators

*Duration:* 6 months

*Entry Qualification:* Std 8 with English 40% and Mathematics 40%

### **COLSA (College for Open Learning)**

Cert Course for Adult Basic Education (ABET) Trainers

*Duration:* 6 months

*Entry Qualification:* Std 8 with English 40% and Mathematics 40%

### **COLSA (College for Open Learning)**

Education Dip: Junior Primary (M+0 - M+1)

*Duration:* 1 year

*Entry Qualification:* Std 10 and currently employed in a teaching position

### **COLSA (College for Open Learning)**

Education Dip: Junior Primary (M+1 - M+2)

*Duration:* 1 year

*Entry Qualification:* Std 10 and currently employed in a teaching position

### **COLSA (College for Open Learning)**

Education Dip: Junior Primary (M+2 - M+3)

*Duration:* 1 year

*Entry Qualification:* Std 10 and currently employed in a teaching position

**COLSA (College for Open Learning)**

Education Dip: Senior Primary (M+0 - M+1)

*Duration:* 1 year

*Entry Qualification:* Std 10 and currently employed in a teaching position

**COLSA (College for Open Learning)**

Education Dip: Senior Primary (M+1 - M+2)

*Duration:* 1 year

*Entry Qualification:* Std 10 and currently employed in a teaching position

**COLSA (College for Open Learning)**

Education Dip: Senior Primary (M+2 - M+3)

*Duration:* 1 year

*Entry Qualification:* Matric and currently employed in a teaching position

**COLSA (College for Open Learning)**

Higher Education Dip (Secondary)

*Duration:* 2 years

*Entry Qualification:* A Two-year Teaching Diploma + 5 years experience or a Three-year Teaching Diploma + 3 years experience or currently employed in a teaching position

**COLSA (College for Open Learning)**

B.Ed.

*Duration:* 2 years part-time

*Entry Qualification:* A Four-year integrated Education Degree or a B. Degree and Higher Education Diploma or a Nursing Science Degree and Nursing Education III or a B.Ed. Certificate

**Damelin Correspondence College**

Cert in Adult Basic Education & Training (ABET Level 2)

*Duration:* Student proceed at own speed

*Entry Qualification:* Ability to read and write

This course is of the same level as Std 4 (Grade 6)

**Damelin Correspondence College**

Cert in Adult Basic Education & Training (ABET Level 3)

*Duration:* Student proceed at own speed

*Entry Qualification:* ABET Certificate Level 2 or Std 4 (Grade 6) at school

This course is the same as the old Std 5 (Grade 7)

**Elitic**

Cert in Multilingual Learning

*Duration:* 12 months

*Entry Qualification:* Any level regardless of qualifications. Must however be a practising teacher  
This course is intended for teachers teaching in a multilingual context

**Lyceum College**

Three-year Education Dip (Junior & Senior Primary)

*Duration:* 6 years

*Entry Qualification:* Std 10 with 1 language on HG. Only teachers currently occupying a teaching position will be allowed to register for the course. Students with a an M+1 or M+2 qualification who wish to advance to a an M+3 qualification may also register

This course is offered in collaboration with RAU. All Certificates and Diplomas obtained are issued by RAU

### **Natal College of Education**

Dip in Education

*Fields:* Junior Primary, Senior Primary

*Duration:* 2 years

*Entry Qualification:* Professional Teaching Certificate

This Diploma is accredited by Kwa-Zulu Natal Department of Education

### **Natal College of Education**

Further Dip in Education

*Fields:* Computer Literacy; Educational Administration & Management; Primary School Subjects; Zulu Second Language

*Duration:* 2 years

*Entry Qualification:* Diploma in Education

This Diploma is accredited by Kwa-Zulu Natal Department of Education

### **Natal College of Education**

Further Dip in Education: Teacher Competences

*Duration:* 2 years part-time

*Entry Qualification:* Std 10 and M+3 qualification. Candidates must be practicing teachers, resident in the Umlazi or Umbumbulu areas and must be willing to teach Mathematics or Science in primary school

This Diploma is offered in co-operation with Inset NGOs. The candidate must be prepared to attend workshops and offer access to NGOs in their classrooms

### **Natal College of Education**

Higher Dip in Education

*Fields:* Junior Primary, Senior Primary

*Duration:* 2 years

*Entry Qualification:* Diploma in Education

This Diploma is accredited by Kwa-Zulu Natal Department of Education

### **Promat College**

Dip in Primary Education

*Duration:* 2 years for each level M+1 to M+3

*Entry Qualification:* M+1 option: Std 10 + 3 years experience or Std 8 + Primary Teacher's Certificate with 5 years teaching experience and an entrance test

This Diploma is accredited by the Universities of Natal and the Witwatersrand. Contact workshops during school holidays

### **Rand Afrikaans University**

Dip in Education: Computer Literacy

*Duration:* 2 years

*Entry Qualification:* Contact the University

### **Rand Afrikaans University**

Dip in Education: Educational Leadership

*Duration:* 2 years

*Entry Qualification:* Contact the University

### **Rand Afrikaans University**

Dip in Education: Environmental Education

*Duration:* 2 years

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Dip in Education: Remedial Teaching

*Duration: 2 years**Entry Qualification:* Contact the University**Rand Afrikaans University**

Dip in Education: School Readiness

*Duration: 2 years**Entry Qualification:* Contact the University**Rand Afrikaans University**

Further Dip in Education: Adult Basic Education

*Duration: 2 years**Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree**Rand Afrikaans University**

Further Dip in Education: Biology Teaching

*Duration: 2 years**Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree**Rand Afrikaans University**

Further Dip in Education: Computer

*Duration: 2 years**Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree**Rand Afrikaans University**

Further Dip in Education: Economic Sciences

*Duration: 2 years**Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree**Rand Afrikaans University**

Further Dip in Education: Educational Leadership

*Duration: 2 years**Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree**Rand Afrikaans University**

Further Dip in Education: Educational Management

*Duration: 2 years**Entry Qualification:* Three years appropriate experience plus at least

one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree

### **Rand Afrikaans University**

Further Dip in Education: English Language Teaching

*Duration:* 2 years

*Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree

### **Rand Afrikaans University**

Further Dip in Education: Environmental Education

*Duration:* 2 years

*Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree

### **Rand Afrikaans University**

Further Dip in Education: History Teaching

*Duration:* 2 years

*Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree

and education certificate/diploma OR an approved integrated education degree

### **Rand Afrikaans University**

Further Dip in Education: Mathematical & Physical Science Teaching

*Duration:* 2 years

*Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree

### **Rand Afrikaans University**

Further Dip in Education: Mathematical Teaching

*Duration:* 2 years

*Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree

### **Rand Afrikaans University**

Further Dip in Education: Remedial Teaching

*Duration:* 2 years

*Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree



**Rand Afrikaans University**

Further Dip in Education: School Readiness

*Duration:* 2 years

*Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree

**Rand Afrikaans University**

Further Dip in Education: Social Sciences

*Duration:* 2 years

*Entry Qualification:* Three years appropriate experience plus at least one of the following: Std 10 and a recognised three-year education diploma (M+3) OR an approved degree and education certificate/diploma OR an approved integrated education degree

**Springfield College of Education**

Education Dip (M+3)

*Fields:* Junior Primary

*Duration:* M + 1 qualification: 4 years.

M + 2 qualification: 2 years

*Entry Qualification:* Std 10 plus 1 or 2 years teaching education

**Springfield College of Education**

Further Dip in Education (M+4)

*Fields:* Biology, Computer Literacy, English, Mathematics (Primary & Secondary), Natural Science, Physical Education, Woodwork/Metalwork

*Duration:* 2 years

*Entry Qualification:* Std 10 plus 3 years teaching education or an Education Diploma

Providing economical student numbers are obtained, Physical Science will be offered

**Springfield College of Education**

Higher Education Dip (M+4)

*Fields:* Junior Primary, Senior Primary

*Duration:* 2 years

*Entry Qualification:* Std 10 plus 3 years teaching education or an Education Diploma

**Technikon SA**

Technikon Cert: Developmental Touch Therapy

*Duration:* 3 months

*Entry Qualification:* Teachers with an Honours Degree, four-year Degree or Post Diploma or social workers

After completion of the course and with a certain number of hours of practical experience, students will gain access to the Play Therapy Certificate

**Technikon SA**

Technikon Cert: Filial Therapy

*Duration:* 3 months

*Entry Qualification:* Teachers with an Honours Degree, four-year Degree or Post Diploma and social workers

After completion of the course and with a certain number of hours of practical experience, students will gain access to the Play Therapy Certificate

**Technikon SA**

Technikon Cert: Play Therapy

*Duration:* 1 year

**Entry Qualification:** Social workers and teachers with a Master's Degree or who are enrolled for a Master's Degree. Psychologists, occupational therapists and speech therapists may also register

This course is part of a Master's and Doctoral programme presented in America and on completion students will be able to register with the Association of Play Therapists in SA

### **Technikon SA**

National Teacher's Dip: Technical

*Duration:* 1 year

*Entry Qualification:* N4 with 3 subjects plus the 2 official languages at Std 10 level and a completed apprenticeship or artisan diploma or prescribed training period plus 3 years artisan experience. A drawing subject must be included, except in the case of hairdressers and persons who have specialised in electricity

### **Technikon SA**

National Higher Dip: Postschool Education

*Duration:* 1 year

*Entry Qualification:* Std 10 and a qualification which has an M+3 evaluation and is related to a field of specialisation

### **University of Natal**

**(Pietermaritzburg) (Centre for Adult Education)**

Postgraduate Dip in Adult Education

*Duration:* 2 years part-time

*Entry Qualification:* Approved B. Degree or permission of the Senate.

Candidates will also be subject to selection

This programme combines short periods of intensive full-time instruction and workshops with distance education methods involving selfstudy materials, assignments and tutorials

### **University of South Africa**

Cert Course: Reception Year Teaching (Grade 0)

*Duration:* 1 year

*Entry Qualification:* A recognised Teacher's Diploma or a level two NGO-certificate in Early Childhood Development, plus experience. Students with a Senior Certificate with at least 2 years experience of early childhood development will also be considered

### **University of South Africa**

Cert in Adult Basic Education & Training (ABET)

*Duration:* 1 year

*Entry Qualification:* Std 8

The certificate will benefit practitioners who are involved in the training and development of adults in formal education and training institutions in commerce, industry and other sectors

### **University of South Africa**

Dip in Specialised Education: Media Centre Science

*Duration:* 1 year

*Entry Qualification:* An approved three- or four-year Teacher's Diploma or an approved degree plus an approved Teacher's Diploma or an approved combined Education Degree

**University of South Africa**

Further Dip in Education

*Duration: 2 years**Entry Qualification:* Std 10 and a recognised three-year professional teaching qualification

Additional requirements are needed for the areas of specialisation

**University of South Africa**

Higher Education Dip (Postgraduate Pre-primary)

*Duration: 2 years**Entry Qualification:* A recognised three-year Teacher's Diploma or HED (Postgraduate) or an approved four-year Teacher's Diploma or an approved composite degree in Education or an approved B. Degree**University of South Africa**

Higher Education Dip (Postgraduate)

*Duration: 2 years**Entry Qualification:* An approved degree with approved school subjects**University of South Africa**

Higher Education Dip (Pre-primary)

*Duration: 2 years**Entry Qualification:* A recognised three-year Teacher's Diploma or HED (Postgraduate) or an approved four-year Teacher's Diploma or an approved composite degree in Education or approved B. Degree**University of South Africa**

Higher Education Dip (Technical)

*Duration: 2 years**Entry Qualification:* Std 10 with 2 of the following languages, one of which must be Afrikaans or English First Language

HG 40%: Afrikaans, English, Arabic, an African language, viz: Ndebele, Northern Sotho, Southern Sotho, Seswati, Tsonga, Tswana, Venda, Xhosa and Zulu, an Indian language, viz: Gujarati, Hindi, Tamil, Telugu and Urdu plus an M+3 qualification which includes 2 recognised school subjects

**University of South Africa**Higher Education Dip (Technical): Supplementary Health Services (SHS)  
*Duration: 2 years**Entry Qualification:* An appropriate degree or diploma and candidate must be a member of the supplementary health service personnel and registered with the SA Medical & Dental Council. Two years appropriate lecturing experience in an appropriate institution is needed before completion of the Diploma

This Diploma is not recognised for employment purposes in a primary or secondary school

**University of South Africa**

B.Prim.Ed.

*Fields:* Early Childhood Development, Senior Primary Education*Duration: 4 years**Entry Qualification:* Matric with university admission. Two official languages, one of which must be English or Afrikaans First Language HG 40% plus another subject on HG (languages excluded)**University of South Africa**

B.Ed.

*Duration: 1 year*

**Entry Qualification:** B.Ped. or a four-year composite Degree in Education or an approved B. Degree with appropriate school subjects plus 1 of the following diplomas: HED (Postgraduate) or HED (Postgraduate Pre-primary) or a four-year HED

### **University of South Africa**

B.Ed.(Gifted Child Education)

**Duration:** 1 year

**Entry Qualification:** B.Ped. or a four-year composite Degree in Education or an approved B. Degree with appropriate school subjects and 1 of the following diplomas: HED (Postgraduate) or HED (Postgraduate Pre-primary) or a four-year HED

### **University of South Africa**

B.Ed.(Pre-primary Education)

**Duration:** 1 year

**Entry Qualification:** An approved B. Degree with the required school subjects and 1 of the following diplomas: HED (Postgraduate Pre-primary) or a four-year Education Diploma (Junior Primary) or a four-year composite Degree in Education plus 3 years approved teaching experience

### **University of South Africa**

B.Ed.(School Guidance & Counselling)

**Duration:** 1 year

**Entry Qualification:** B.Ped. or a four-year composite Degree in Education or an approved B. Degree with appropriate school subjects plus 1 of the following Diplomas: HED (Postgraduate) or HED (Postgraduate Pre-primary) or a four-year HED. One of the following subjects must be

included: Education III, Psychology III, Counselling Psychology III or Industrial Psychology III

### **University of South Africa**

B.Ed.(Special Educational Needs)

**Duration:** 1 year

**Entry Qualification:** An appropriate B. degree

### **University of South Africa**

M.Ed.(Guidance)

**Duration:** 2 years

**Entry Qualification:** B.Ed. with a pass in Psychology III, Psychology Guidance III or Industrial Psychology III

### **University of South Africa**

Postgraduate Dip in Distance Education

**Duration:** 2 years

**Entry Qualification:** B. Degree

### **University of South Africa**

Postgraduate Dip in Tertiary Education

**Duration:** 1 year

**Entry Qualification:** B. Degree

This Diploma is not a general Teaching Diploma

### **University of Stellenbosch**

M.Ed. in Higher Education

**Duration:** 2 years (1 contact session p.a.)

**Entry Qualification:** B.Ed. Degree and at least 2 years teaching experience at an institution of higher education

### **University of Stellenbosch**

M.Phil. in Higher Education

**Duration:** 2 years (1 contact session p.a.)

*Entry Qualification:* An appropriate Honours Degree and at least 2 years teaching experience at an institution of higher education

### **University of the Witwatersrand**

Further Dip in Education (FDE)

*Fields:* Education, Educational Management, English, Mathematics, Science

*Duration:* 2 years part-time

*Entry Qualification:* M+3 (Category C) Teachers, i.e. Std 10+3-year professional qualification

### **University of the Witwatersrand - Radmaste Centre**

Capme - change agent in Primary Maths Education

*Duration:* 2 years part-time

*Entry Qualification:* Std 10 plus a teacher's qualification. Must be a primary school Mathematics teacher with inset in new teaching methods for at least 3 years

This qualification is accredited by Cambridge University

### **Vista University**

Primary Education Cert (Stds 2-3)

*Duration:* 2 years part-time

*Entry Qualification:* Std 10 and a two-year Teacher's Certificate ( e.g. LPTC, PTC or HPTC) or a teacher presently teaching in a primary or secondary school with 5 years teaching experience

This Certificate will be phased out. First registrations to be accepted for the last time in 1998

### **Vista University**

Secondary Education Cert (Home Economics: Stds 6-8)

*Duration:* 2 years part-time

*Entry Qualification:* Std 10 and a two-year Teacher's Certificate

This Certificate will be phased out. First registrations to be accepted for the last time in 1998

### **Vista University**

Secondary Education Cert (Stds 6-8)

*Duration:* 2 years part-time

*Entry Qualification:* Std 10 and a two-year Teacher's Certificate or a teacher presently teaching in a primary or secondary school with 5 years teaching experience

This Certificate will be phased out. First registrations to be accepted for the last time in 1998

### **Vista University**

Primary Education Dip (Stds 4-5)

*Duration:* 2 years part-time

*Entry Qualification:* Std 10 and the Primary Education Certificate (Stds 2-3) of Vista University or an equivalent primary M+2 qualification

This Diploma will be phased out. First registrations to be accepted for the last time in 1998

### **Vista University**

Secondary Education Dip (Home Economics Stds 9-10)

*Duration:* 2 years part-time

*Entry Qualification:* Std 10 and a Homecraft Teacher's Certificate or equivalent plus a PTC or a Junior Secondary Teacher's Certificate or the Secondary Education Certificate (Home

**Economics Stds 6-8) awarded by Vista University**

This Diploma will be phased out. First registrations to be accepted for the last time in 1998

### **Vista University**

**Secondary Education Dip (Stds 9-10)**

*Duration:* 2 years part-time

*Entry Qualification:* Std 10 and a Junior Secondary Teacher's Certificate (JSTC) or a Secondary Education Certificate (Stds 6-8) awarded by Vista University

This Diploma will be phased out. First registrations to be accepted for the last time in 1998

### **Vista University**

**Higher Education Dip**

*Duration:* 2 years part-time

*Entry Qualification:* Std 10 and the Secondary Education Diploma (Stds 9-10) awarded by Vista University or a three-year Secondary Teacher's Diploma

### **Vista University**

**Higher Education Dip (Home Economics)**

*Duration:* 2 years part-time

*Entry Qualification:* Std 10 and the Secondary Education Diploma (Home Economics: Stds 9-10) awarded by Vista University or a three-year Homecraft Teacher's Diploma or a three-year Secondary Teacher's Diploma in Home Economics or equivalent qualification

## **Educational Management**

### **COLSA (College for Open Learning)**

**Further Dip in Education: Educational Management**

*Duration:* 2 years

*Entry Qualification:* A Two-year Teaching Diploma + 5 years experience or a Three-year Teaching Diploma + 3 years experience or currently employed in a teaching position

### **Success College**

**Further Dip: Education Management**

*Duration:* 2 years

*Entry Qualification:* Teachers with with Std 10 and a three- or four-year teaching diploma OR a BA.Ed., B.Com.Ed. or B.Sc.Ed. Degree, and/or a B. Degree with a one-year teaching diploma e.g. HED OR any other recognised teaching qualification (minimum training of 3 years)

This Diploma is offered in co-operation with the University of Pretoria

### **Technikon SA**

**Technikon Cert: Educational Management**

*Duration:* 3 to 4 months (comprises contact courses, workshops and self-study)

*Entry Qualification:* M+3 qualification that includes teacher's education (e.g. a three-year Teacher's Diploma)

### **Technikon SA**

**National Higher Dip: Educational Management**

*Duration:* 1 year

*Entry Qualification:* M+3 qualification that includes teacher's education (e.g. a three-year Teacher's Diploma)

### **University of South Africa**

B.Ed.(Educational Management)

*Duration:* 1 year

*Entry Qualification:* B.Ped. or a four-year composite Degree in Education or an approved B. Degree with appropriate school subjects and 1 of the following diplomas: HED (Postgraduate) or HED (Postgraduate Pre-primary) or a four-year HED

## **Electrical / Electronics**

### **Distancekol**

National Cert (N1-N3): Electronics

*Duration:* 3 months per N level

*Entry Qualification:* Std 7 with Mathematics and Science

### **Distancekol**

National Cert (N4-N6): Electronics

*Duration:* 3 months per N level

*Entry Qualification:* N3

### **Intec College**

Cert in Basic Electronics

*Duration:* 8 months

*Entry Qualification:* Std 8 or N1 with Mathematics

### **Intec College**

Specialist Cert in Air Conditioning & Refrigeration

*Duration:* Approximately 12 months

*Entry Qualification:* Std 10 with Mathematics and Physical Science or

N3 with Mathematics and Engineering Science or 25 years of age with relevant work experience

### **Intec College**

Computer & Industrial Electronics Dip

*Duration:* Approximately 12 months

*Entry Qualification:* Intec Certificate in Basic Electronics or other appropriate qualifications

### **Intec College**

Dip in Electronics

*Fields:* Radio, Television & Video Electronics

*Duration:* Approximately 8 months

*Entry Qualification:* Std 8 or N1 with Mathematics

### **Learn-A-Trade**

Electrical / Electronics Course

*Fields:* All fields of Electrical & Electronic Industrial Maintenance and Starting & Running of Own Business

*Duration:* 1 year

*Entry Qualification:* Std 8 and ability to work with one's hands

Learn-A-Trade has adopted the NQF System of Training and runs courses based on London City & Guilds Electrical and Electronic Courses

### **Milwaukee International Colleges**

Course in Auto-Electrical Fault Finding & Repair

*Duration:* 5 months - 2 years

*Entry Qualification:* Ability to read and write English and work with one's hands

### **Milwaukee International Colleges**

Course in Domestic Refrigeration

*Duration:* 5 months- 2 years  
*Entry Qualification:* Ability to read and write English and work with one's hands

**Milwaukee International Colleges**  
 Course in Electrical Appliances Service & Repair

*Duration:* 5 months - 2 years  
*Entry Qualification:* Ability to read and write English and work with one's hands

### Elementary Studies

**Distancekol**  
 Elementary Technisa Studies (ETS)  
*Duration:* 1 year  
*Entry Qualification:* Std 6 with Mathematics

**Technisa (Technical College of South Africa)**  
 Elementary Technisa Studies (ETS)  
*Entry Qualification:* Students without Std 7

### Engineering

**Azaliah College of Further & Higher Education**

Vocational Cert (1-3): Engineering  
*Duration:* 3 - 6 months per Certificate  
*Entry Qualification:* Std 7 with Mathematics and Science

**Distancekol**  
 National Cert (N1-N3): Engineering  
 Fields: Electrical, Mechanical

*Duration:* 3 months per N level  
*Entry Qualification:* Std 7 with Mathematics and Science

**Distancekol**  
 National Cert (N4-N6): Engineering  
 Fields: Electrical, Mechanical  
*Duration:* 3 months per N level  
*Entry Qualification:* N3

**Intec College**  
 Cert in Electrical Engineering  
*Duration:* Approximately 12 months  
*Entry Qualification:* Std 8 or N1

**Intec College**  
 Cert in Mechanical Engineering  
*Duration:* Approximately 12 months  
*Entry Qualification:* Std 8 or N1

**Intec College**  
 Dip in Electrical Engineering  
*Duration:* Approximately 18 months  
*Entry Qualification:* Intec Certificate in Electrical Engineering Technology

**Intec College**  
 Dip in Mechanical Engineering  
 Fields: Welding; Workshop Practice  
*Duration:* Approximately 18 months  
*Entry Qualification:* Certificate in Mechanical Engineering or Std 10 with Physical Science and Technical Drawing or N3 with Engineering Science and Engineering Drawing

**Intec College**  
 Advanced Dip in Electronic Engineering  
*Duration:* Determined by student  
*Entry Qualification:* Diploma in Computer and Industrial Electronics



**Intec College**

Advanced Dip in Electronic Engineering

*Duration:* Approximately 12 months

*Entry Qualification:* Intec Certificate in Basic Electronics or N3

**Lyceum College**

National Cert (N1-N3): Engineering Trades

*Entry Qualification:* Background experience of subjects involved  
To qualify for the National Senior Certificate, four N3 subjects plus English and Afrikaans at Std 10 level are required

**Success College**

National Cert (N1-N3): Engineering Trades

*Entry Qualification:* N1 is required for N2 and N2 is required for N3

**Technikon SA**

National Dip: Chemical Engineering

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics, Physics and Chemistry HG 40% or SG 50% with a maximum of 2 subjects on LG (2 languages excluded) OR N3 with an average of 50% in 4 subjects, including Industrial Chemistry 50%, Mathematics and Engineering Science plus 2 languages HG or SG

**Technikon SA**

National Dip: Civil Engineering

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics, Physics and Chemistry HG 40% or SG 50% with a maximum of 2 subjects on LG (2 languages

excluded) OR N3 with an average of 50% in 4 subjects, including Mathematics and Engineering Science plus 2 languages HG or SG

**Technikon SA**

National Dip: Electrical Engineering

*Fields:* Electronics & Electronic Communication, Heavy Current, Process Instrumentation

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded) plus Mathematics, Physics and Chemistry HG 40% or SG 50% OR N3 with an average of 50% for 4 subjects (including Mathematics and Engineering Science) plus 2 languages on HG or SG

**Technikon SA**

National Dip: Industrial Engineering

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics, Physics and Chemistry HG 40% or SG 50% with a maximum of 2 subjects on LG (2 languages excluded) OR N3 with an average of 50% in 4 subjects (including Mathematics and Engineering Science) plus 2 languages HG or SG

**Technikon SA**

National Dip: Mechanical Engineering

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded) plus Mathematics, Physics and Chemistry HG 40% or SG 50% OR N3 with an average of 50% in 4 subjects (including

Mathematics and Engineering Science)  
plus 2 languages on HG or SG

### **Technisa (Technical College of South Africa)**

National Cert (N1-N3): Engineering  
*Fields:* Electrical, Electronical,  
Mechanical

*Duration:* 3 months per N level

*Entry Qualification:* Std 7 or National  
Certificate (Orientation) or ETS  
(Elementary Technisa Studies)

### **Technisa (Technical College of South Africa)**

National Cert (N4-N6): Engineering  
Studies

*Duration:* 3 months per N level

*Entry Qualification:* N3 or Std 10 with  
appropriate subjects

### **Veasey's Engineering College**

Cert of Competency: Electrical  
Engineer for Factories (EF)

*Duration:* 2 years

*Entry Qualification:* Candidates must be  
23 years of age with: a B.Sc. (Electrical  
Engineering) and 2 years experience,  
of which at least 1 must have been at a  
factory or works OR a National Higher  
Diploma: Electrical Engineering (T4 or  
S4) plus 2 years experience OR a  
National Diploma: Electrical  
Engineering (N6) and having served an  
apprenticeship

### **Veasey's Engineering College**

Cert of Competency: Electrical  
Engineer for Mines & Works (EM)

*Duration:* 2 years

*Entry Qualification:* Candidates must be  
23 years of age with: a B.Sc. (Electrical

Engineering) and 2 years experience,  
of which at least 1 must have been at a  
mine OR a National Higher Diploma:  
Electrical Engineering (T4 or S4) plus 2  
years experience OR a National  
Diploma: Electrical Engineering (N6)  
and having served an apprenticeship

### **Veasey's Engineering College**

Cert of Competency: Mechanical  
Engineer for Factories (MF)

*Duration:* 2 years

*Entry Qualification:* Candidates must be  
23 years of age with: a B.Sc.  
(Mechanical Engineering) and 2 years  
experience, of which at least 1 must  
have been at a factory or works OR a  
National Higher Diploma: Mechanical  
Engineering (T4 or S4) plus 2 years  
experience OR a National Diploma:  
Mechanical Engineering (N6) and  
having served an apprenticeship

### **Veasey's Engineering College**

Cert of Competency: Mechanical  
Engineer for Mines & Works (MM)

*Duration:* 2 years

*Entry Qualification:* Candidates must be  
23 years of age with: a B.Sc.  
(Mechanical Engineering) and 2 years  
experience, of which at least 1 must  
have been at a mine OR a National  
Higher Diploma: Mechanical  
Engineering (T4 or S4) plus 2 years  
experience OR a National Diploma:  
Mechanical Engineering (N6) and  
having served an apprenticeship

### Engineering Law

#### **Veasey's Engineering College**

Cert of Competency for Factories (Law)

*Duration:* 1 year

*Entry Qualification:* Candidates must be 23 years of age with: an appropriate B.Sc. (Engineering) degree and 2 years experience, of which at least 1 must have been at a factory or works OR an appropriate National Higher Diploma in Engineering (T4 or S4) plus 2 years experience OR an appropriate National Diploma in Engineering (N6) and having served an apprenticeship

#### **Veasey's Engineering College**

Cert of Competency for Mines (Law)

*Duration:* 1 year

*Entry Qualification:* Candidates must be 23 years of age with: an appropriate B.Sc. (Engineering) degree and 2 years experience, of which at least 1 must have been at a mine OR an appropriate National Higher Diploma in Engineering (T4 or S4) plus 2 years experience OR an appropriate National Diploma in Engineering (N6) and having served an apprenticeship

### Entrepreneurship

#### **African United College**

How to start your own business

*Duration:* 3 to 4 months

*Entry Qualification:* Ability to read English

#### **Erdec College**

Entrepreneurship

*Duration:* 18 months

*Entry Qualification:* 5 years experience or Std 10 with 3 years experience or a tertiary qualification with 2 years experience

#### **Erdec College**

Dip in Starting a Business

*Duration:* 12 months

*Entry Qualification:* Std 10 or 3 years experience

#### **Success College**

Inst of Vocational Studies (IVS) Dip: Entrepreneurship

*Duration:* 18 months

*Entry Qualification:* Std 10

#### **Technikon SA**

Winning Business Systems

*Duration:* 3 months

*Entry Qualification:* Ability to read and write English

The programme has been specifically developed for people who want to start their own small business

#### **University of South Africa**

Programme in Entrepreneurship & Small Business Management

*Duration:* 9 months

*Entry Qualification:* Senior Certificate or equivalent qualification or relevant experience

### Fashion & Clothing

#### **Intec College**

Complete Cert in Dressmaking

*Duration:* Approximately 1 year

*Entry Qualification:* Std 8

### **Intec College**

Pattern Cutting & Design Cert

*Duration:* Approximately 1 year

*Entry Qualification:* Std 8

### **Intec College**

Dip in Dressmaking & Pattern Cutting

*Duration:* 2 years

*Entry Qualification:* Std 8

### **London International School of Fashion**

Higher Dip in Fashion Design

*Duration:* 3 years

*Entry Qualification:* Std 10. Candidates would also need to write an entry examination/assessment test

Diploma accredited by the London College of Arts - United Kingdom

### **Milwaukee International Colleges**

Course in Dressmaking & Design

## **Financial Management**

### **Allenby In-Home Study**

Dip in Financial Management

*Entry Qualification:* Std 10 or 23 years of age with an equivalent qualification and a working knowledge of English

### **Allenby In-Home Study**

Advanced Dip in Financial Management

*Entry Qualification:* The Diploma in Financial Management or an equivalent qualification

### **Azaliah College of further & Higher Education**

National & Management Cert (4-6):

Financial Management

*Duration:* 6 months per Certificate

*Entry Qualification:* Std 10 or appropriate N3

### **Business Management Training College of Southern Africa**

Dip in Financial Management - Dip AIBM (Fin)

*Entry Qualification:* A Diploma in Business Management (Dip IBM) or a tertiary qualification. Std 8 Mathematics or Std 10 Bookkeeping. At least 2 years practical business experience in a financial environment. Assessment is made by the Advisory Board

### **Damelin Correspondence College**

Damelin Dip in Financial Management

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate experience

### **Damelin Correspondence College**

Advanced Damelin Dip in Financial Management

*Duration:* 1 year

*Entry Qualification:* Damelin Diploma in Financial Management, unless exemption is granted by Damelin

### **Lyceum College**

One-year University Accredited Cert: Financial Management

*Duration:* 1 year

*Entry Qualification:* Std 8

This Certificate is accredited by the University of Pretoria

**Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Financial Manager, Accountant, Bookkeeper)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3 or equivalent qualification

**Lyceum College**

One-year Dip: Financial Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

**Southern Business School**

Dip in Financial Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics SG 50%

This Diploma is supported by the Southern Cross University (Australia) and is evaluated by the HSRC as equivalent to Matric + 3 years of study

**Success College**

Inst of Vocational Studies (IVS) Dip: Financial Management

*Duration:* 18 months

*Entry Qualification:* Std 10

**Success College**

University-accredited Dip: Financial Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics HG 40% or SG 50%  
A Certificate is obtained after the 1st year and a Higher Certificate after the 2nd year. The University of Pretoria acknowledges the academic subjects

as credits towards the completion of a B.Com. Degree

**Technikon SA**

Cert: Personal Financial Management

*Duration:* 1 year

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 Languages excluded)

**University of South Africa**

Programme in Financial Management & Investments

*Duration:* 1 year

*Entry Qualification:* Senior Certificate or equivalent qualification

**Fire Services****Intec College**

Course in Fire Control & Prevention

*Duration:* Approximately 18 months

*Entry Qualification:* Std 8 or N1

**Intec College**

Inst of Fire Engineers (IFE) Graduation Examination

*Duration:* Approximately 1 year

*Entry Qualification:* Inst of Fire Engineers (IFE) Preliminary Certificate

**Intec College**

Inst of Fire Engineers (IFE)

Membership Examination

*Duration:* Approximately 12 months

*Entry Qualification:* Inst of Fire Engineers (IFE) Graduateship

**Intec College**

Inst of Fire Engineers (IFE) Preliminary Cert

*Duration:* Approximately 1 year

*Entry Qualification:* Std 8

**Success College**

University-accredited Dip in Fire Technology

*Entry Qualification:* Std 8 or Std 10

**Success College**

Higher Dip in Fire Science

*Entry Qualification:* Std 10

**Firearms****Intec College**

Gunpro: Dip

*Duration:* Approximately 18 months

*Entry Qualification:* Std 8

**Flower Arranging****Intec College**

Cert in Flower Arranging

*Duration:* Approximately 6 - 8 months

*Entry Qualification:* Std 8

**Fuel Technology****Technikon SA**

National Dip: Fuel Technology

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics with a maximum of 2  
 on LG (2 languages

excluded). Students must be employed in a career related to fuel technology After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

**Funeral Directing****Technisa (Technical College of South Africa)**

Cert in Funeral Directing

*Entry Qualification:* Std 8

**Hair Care****Distancekol**

National Intermediate Cert (NIC): Hair Care

*Duration:* 1 year

*Entry Qualification:* Std 7

**Distancekol**

National Cert (N4-N6): Hair Care

*Duration:* 6 months per N level

*Entry Qualification:* N3

**Distancekol**

National Senior Cert (NSC): Hair Care

*Duration:* 1 year

*Entry Qualification:* National Intermediate Cert: Hair Care

**Technisa (Technical College of South Africa)**

Hair Care for Apprentices (Modules 1-6)

*Duration:* 2 years

*Entry Qualification:* Registration with the Industrial Council for Hair Care

Trade as an apprentice is a prerequisite

### **Technisa (Technical College of South Africa)**

National Intermediate Cert (NIC): Hair Care

*Duration:* 1 year

*Entry Qualification:* Std 7

### **Technisa (Technical College of South Africa)**

National Cert (N4-N6): Hair Care

*Duration:* 6 months per N level

*Entry Qualification:* Std 10 or N3

### **Technisa (Technical College of South Africa)**

National Senior Cert (NSC): Hair Care

*Duration:* 1 year

*Entry Qualification:* NIC Hair Care

## **Health, Nutrition & Fitness**

### **Azaliah College of Further & Higher Education**

Introductory Cert N4: Community Health Care

*Duration:* 6 months

*Entry Qualification:* Std 10 (Senior Certificate)

### **Azaliah College of Further & Higher Education**

Vocational Cert (1-2) (Intermediate & Senior): Community Health Care

*Duration:* 6 months per Certificate

*Entry Qualification:* Std 7 plus 3 years work experience or Std 8 plus 2 years experience or Std 10

### **Complementary Health Studies Centre**

Health & Personal Development Course

*Duration:* 6 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive a Certificate of Competence

### **Complementary Health Studies Centre**

Nutrition Course

*Duration:* 10 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Sport Nutrition Course

*Duration:* 8 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive a BSY Diploma

### **Complementary Health Studies Centre**

Weight Consultancy Course

*Duration:* 12 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Nutritional Therapy Dip

*Duration:* 8 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Physical Fitness Dip

*Duration:* 7 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive a BSY Diploma

### **Health & Fitness Professionals Association**

National Cert in Exercise Science

*Fields:* Aerobics Instruction; Gym Instruction

*Duration:* 6 months

*Entry Qualification:* No formal requirements

Practical tuition (minimum 30 hours) required for course. Distance learning students are allocated to a trainer in the centre of their choice

### **Health & Fitness Professionals Association**

Dip in Exercise Science: Personal Trainer

*Duration:* 6 months

*Entry Qualification:* The National Certificate in Exercise Science  
Aerobics or Gym Instructor

Practical tuition (minimum 30 hours) required for course. Distance learning students are allocated to a trainer in the centre of their choice

### **Intec College**

Dip in Fitness & Nutrition

*Duration:* Approximately 10 months

*Entry Qualification:* Std 8

### **Herbalism**

### **Complementary Health Studies Centre**

Bach Flower Remedies Course

*Duration:* 6 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Herbalism Course

*Duration:* 10 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the BSY Diploma

### **SA College of Natural Medicine**

National Dip in Herbal Medicine

*Duration:* 1 year

*Entry Qualification:* Std 8

### **South African College of Herbal Medicine & Health**

Cert in Medicinal Herb Growing



*Duration:* 2 - 6 months

*Entry Qualification:* Students must be able to read and write English

### **South African College of Herbal Medicine & Health**

Herbalism Dip

*Duration:* 3 - 12 months

*Entry Qualification:* Students must be able to read and write English

### **Homoeopathy**

### **Complementary Health Studies Centre**

Homoeopathy Course

*Duration:* 12 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the BSY Diploma

### **Horticultural Studies**

### **Technikon SA**

National Dip: Horticulture

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

### **Technikon SA**

B.Tech. Degree: Horticulture

*Duration:* 1 year

*Entry Qualification:* National Diploma: Horticulture

### **Hotel & Catering**

### **Azaliah College of Further & Higher Education**

Vocational Cert (2-3): Food Service Supervision

*Duration:* 6 months per Certificate

*Entry Qualification:* Std 7 or N1

### **Azaliah College of Further & Higher Education**

Vocational Cert (2-3): Hotelkeeping

*Duration:* 6 months per Certificate

*Entry Qualification:* Std 7

### **Erdec College**

Dip in Hotel & Catering Management

*Duration:* 24 months

*Entry Qualification:* Std 10 or 3 years experience

### **Intec College**

Cert in Hotel Management

*Duration:* 12 - 18 months

*Entry Qualification:* Std 8

### **Intec College**

Dip in Gourmet Cooking & Catering

*Duration:* Approximately 10 months

*Entry Qualification:* Std 8

### **Intec College**

Dip in Hotel Management

*Duration:* 2 - 3 years

*Entry Qualification:* Std 8

**Success College**

University-accredited Dip: Hotel & Tourism Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics HG 40% or SG 50%  
A Certificate is obtained after the 1st year and a Higher Certificate after the 2nd year of study. The University of Pretoria acknowledges the academic subjects as credits towards the completion of a B.Com. Degree

<b>Housing Development &amp; Management</b>
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**Technikon SA**

National Dip: Housing Development & Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

<b>Human Resources / Personnel Management</b>
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**Allenby In-Home Study**

Dip in Human Resources Management

*Entry Qualification:* Std 10 or 23 years of age with an equivalent qualification and a working knowledge of English

**Azaliah College of Further & Higher Education**

Management Cert (N4-N6): Human Resource Management

*Duration:* 6 months per N level

*Entry Qualification:* Std 10 or appropriate N3

**Damelin Correspondence College**

Inst of Administration & Commerce (IAC) Cert: Personnel Management

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate business experience

**Damelin Correspondence College**

Damelin Dip in Human Resource Management

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate experience

**Damelin Correspondence College**

DMS Dip: Personnel & Training Management (PTM)

*Duration:* 6 months - 1 year

*Entry Qualification:* Std 8 (Grade 10) or appropriate experience

**Damelin Correspondence College**

Inst of Administration & Commerce (IAC) Dip: Personnel Management

*Duration:* 2 years

*Entry Qualification:* The Certificate in Personnel Management

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

**Damelin Correspondence College**

Advanced Damelin Dip in Human Resource Management

*Duration:* 1 year

*Entry Qualification:* Damelin Diploma in Human Resource Management, unless exemption is granted by Damelin

**Erdec College**

Dip in Personnel Management

*Duration:* 24 months

*Entry Qualification:* Std 10 or 3 years experience

**Institute of Personnel Management**

Inst of Personnel Management (IPM)

Specialised Cert

*Fields:* Industrial Relations

Management, Personnel Services

Management, Training Management

*Duration:* 2 years

*Entry Qualification:* Std 10 or Std 8 and 25 years of age

All courses are credits toward IPM

Diploma in Personnel Management

**Institute of Personnel Management**

Inst of Personnel Management (IPM)

Dip in Personnel Management

*Fields:* Industrial Relations, Training

Management, Personnel Management,

Human Resources

*Duration:* 3 years

*Entry Qualification:* Std 10 or Std 8 and 25 years of age

This Diploma is evaluated by the HSRC

as an M+3 qualification, RVQ 13 by the

Public Service Commission and

Associate Practitioner by SABPP

**Intec College**

Inst of Administration & Commerce

(IAC) Cert in Personnel Management

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of

Business Studies (IBS) Higher Diploma

or the Inst of Certified Bookkeepers

(ICB) Associate Certificate or

equivalent

**Intec College**

Inst of Administration & Commerce

(IAC) Dip in Personnel Management

*Duration:* 1 - 3 years

*Entry Qualification:* Std 10 or the Inst of

Business Studies (IBS) Higher Diploma

or the Inst of Certified Bookkeepers

(ICB) Associate Certificate or

equivalent

This Diploma is evaluated by the HSRC

as equivalent to Std 10 + 3 years of

study

**Intec College**

Intec Dip in Personnel Management

*Duration:* 1 - 2 years

*Entry Qualification:* Std 10 or the Inst of

Business Studies (IBS) Higher Diploma

or equivalent

**Lyceum College**

Inst of Administration & Commerce

(IAC) Dip: Personnel Management

*Duration:* 3 years

*Entry Qualification:* Std 10. Age,

general educational background and

actual business experience will also be

taken into consideration

The HSRC evaluated this Diploma as

equivalent to Std 10 + 3 years of study

**Lyceum College**

Inst of Vocational Studies (IVS) 18-

month Dip (Personnel Manager,

Industrial Relations Manager, Training

Manager)

*Fields:* Industrial Relations

Management, Personnel Management,

Training Management

*Duration:* 18 months

*Entry Qualification:* Std 10 or the

Institute's Certificate Part 3

**Lyceum College**

One-year Dip: Personnel Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

**Lyceum College**

Three-year University Accredited Dip:

Personnel Management

*Duration:* 3 years

*Entry Qualification:* Std 10

This Diploma is accredited by the University of Pretoria

**Rand Afrikaans University**

Advanced Cert in Service Relations Management

*Duration:* 2 years

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Dip in Human Resources Development

*Duration:* 2 years

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

B.A.(Human Resources Development)

*Duration:* 2 years

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

B.Com.(Human Resources Development)

*Duration:* 2 years

*Entry Qualification:* Contact the University

**Southern Business School**

Dip in Human Resource Management

*Duration:* 3 years

*Entry Qualification:* Std 10

This Diploma is supported by the Southern Cross University (Australia) and is evaluated by the HSRC as equivalent to Matric + 3 years of study

**Success College**

Inst of Administration & Commerce

(IAC) Dip: Personnel Management

*Entry Qualification:* Std 10

A full IAC Diploma comprises 14 subjects. Completion of the 6 core subjects leads to obtaining the Intermediate Certificate. The Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study. The Commission for Administration recognises IAC Diploma holders for appointment and promotion purposes in the Public Service

**Success College**

University-accredited Dip: Human Resources Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics HG 40% or SG 50%

A Certificate is obtained after the 1st year and a Higher Certificate after the 2nd year of study. The University of Pretoria acknowledges the academic subjects as credits towards the completion of a B.Com. Degree

**Technikon SA**

National Dip: Human Resources Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)  
 After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

### **Technikon SA**

**B.Tech. Degree: Human Resources Management**  
*Duration:* 1 year  
*Entry Qualification:* National Diploma: Human Resources Management or equivalent (M+3) qualification with Personnel Management III or Industrial Psychology III, Labour/Industrial Relations and Management of Training at 2nd year level

### **University of South Africa**

**Advanced Programme in Human Resource Management**  
*Duration:* 18 months  
*Entry Qualification:* Certificate in Human Resource Management or equivalent qualification

### **University of South Africa**

**Programme in Human Resource Management**  
*Duration:* 1 year  
*Entry Qualification:* Senior Certificate or equivalent qualification

## **Human Sciences**

### **University of South Africa**

**B.A.**  
*Fields:* General  
*Duration:* 3 years

*Entry Qualification:* Std 10 with university admission

### **University of South Africa** **B.A.(Hons.)**

*Duration:* 1 year  
*Entry Qualification:* An appropriate B. Degree

## **Import & Export**

### **The South African Institute of Export** **Cert in Export Practice**

*Duration:* 2 years  
*Entry Qualification:* Std 10

### **The South African Institute of Export** **Dip in Export Management**

*Duration:* 1 year  
*Entry Qualification:* The Certificate in Export Practice  
 The aim of the Diploma is to prepare the candidate for a career in exporting and to provide an internationally recognised qualification

### **University of South Africa**

**Programme in International Freight Management & Administration for Importers & Exporters**  
*Duration:* 1 year  
*Entry Qualification:* Senior Certificate or equivalent qualification

## **Industrial Relations**

### **Allenby In-Home Study** **Dip in Industrial Relations**

*Entry Qualification:* Std 10 or 23 years of age with an equivalent qualification and a working knowledge of English

### **Damelin Correspondence College**

Inst of Administration & Commerce (IAC) Cert: Industrial Relations

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate business experience

### **Damelin Correspondence College**

Inst of Administration & Commerce (IAC) Dip: Industrial Relations

*Duration:* 2 years

*Entry Qualification:* The Certificate in Industrial Relations

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Intec College**

Inst of Administration & Commerce (IAC) Cert in Industrial Relations

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

### **Intec College**

Intec Cert in Industrial Relations

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Intec College**

Inst of Administration & Commerce (IAC) Dip in Industrial Relations

*Duration:* 1 - 3 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Lyceum College**

Inst of Administration & Commerce (IAC) Dip: Industrial Relations

*Duration:* 3 years

*Entry Qualification:* Std 10 and 16 years of age. Age, general educational background and actual business experience will also be taken into consideration

The HSRC evaluated this Diploma as equivalent to Std 10 + 3 years of study

### **Southern Business School**

Cert in Industrial Relations

*Duration:* 1 year

*Entry Qualification:* Std 10 or relevant experience

This Diploma is evaluated by the HSRC as equivalent to Matric + 3 years of study

### **Success College**

Inst of Administration & Commerce (IAC) Dip: Industrial Relations

*Entry Qualification:* Std 10

A full IAC Diploma comprises 14 subjects. Completion of the 6 core subjects leads to obtaining the Intermediate Certificate. The diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study. The Commission for Administration recognises IAC Diploma holders for

appointment and promotion purposes  
in the Public Service

### **University of South Africa**

Development Programme in Labour  
Relations (DPLR)

*Duration:* 12 months

*Entry Qualification:* Senior Certificate or  
equivalent qualification plus 3 years  
appropriate experience and be able to  
join a study group of at least 7 persons  
The DPLR is designed to prepare  
human resource practioners and line  
managers for effective high level  
management of the industrial relations  
function in their work environment

### **Intercultural Studies**

### **Technikon SA**

Cert: Intercultural Studies

*Duration:* 1 year

*Entry Qualification:* Std 10

### **Interior Design**

### **Calder School of Interior Design**

Cert in Interior Decoration

*Duration:* 4 months

*Entry Qualification:* Matric or  
equivalent. A thorough understanding  
of English

### **Calder School of Interior Design**

Introductory Course in Interior  
Decorating

*Duration:* 3 - 4 months

*Entry Qualification:* Matric or  
equivalent. A thorough understanding  
of either English or Afrikaans

### **Calder School of Interior Design**

Dip in Interior Design & Decoration

*Duration:* 1 year

*Entry Qualification:* Matric or  
equivalent. A thorough understanding  
of English

The following personal attendance  
courses are also offered: Higher  
Diploma in Interior Design &  
Decorating and Basic Interior  
Decorating

### **Intec College**

Dip in Interior Decorating

*Duration:* Approximately 12 - 18  
months

*Entry Qualification:* Std 8

### **Intec College**

Dip in Interior Decorating & Introductory  
Building

*Duration:* Approximately 18 - 24  
months

*Entry Qualification:* Std 8

### **The Leisure Group**

Sheffield School of Interior Design Cert

*Duration:* 1 - 3 years

*Entry Qualification:* No requirements

### **Internal Auditing**

### **Azaliah College of Further & Higher Education**

Management Cert (4-6): Internal  
Auditing

*Duration:* 6 months per Certificate

*Entry Qualification:* Std 10 or appropriate N3

### **Intec College**

Intec Dip in Internal Auditing

*Duration:* 1 - 2 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Internal Auditor)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3

### **Lyceum College**

One-year Dip: Internal Auditing

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

### **Technikon SA**

National Dip: Internal Auditing

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

### **Technikon SA**

B.Tech. Degree: Internal Auditing

*Duration:* 1 year

*Entry Qualification:* National Dip: Internal Auditing or any National Diploma or B. Degree with appropriate subjects in Internal Auditing and Accounting

## **Inventory Management**

### **Purchasing & Supply Management (PSM) College**

Dip in Inventory Management

*Duration:* 2 - 12 months by correspondence or 4 days full-time or 9 weeks part-time

*Entry Qualification:* Students with some academic training and on-the-job experience at a junior, intermediate and advanced level

This course is designed for professional inventory and materials managers

## **Journalism**

### **Allenby In-Home Study**

Dip in Journalism

*Entry Qualification:* A working knowledge of English

This course also prepares the student for further study in a more specialised field, such as Marketing, Advertising or Public Relations

### **Intec College**

Cert in Freelance Journalism

*Duration:* Approximately 12 months

*Entry Qualification:* Std 10 or equivalent

## **Labour Relations**

### **Rand Afrikaans University**

Cert in Labour Relations



*Duration:* 1 year

*Entry Qualification:* Contact the University

### **Rand Afrikaans University**

B.A.(Labour Relations)

*Duration:* 2 years

*Entry Qualification:* Contact the University

### **Rand Afrikaans University**

B.Com.(Labour Relations)

*Duration:* 2 years

*Entry Qualification:* Contact the University

## **Landscape Technology**

### **Technikon SA**

National Dip: Landscape Technology

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

### **Technikon SA**

B.Tech. Degree: Landscape Technology

*Duration:* 1 year

*Entry Qualification:* National Diploma: Landscape Technology

## **Languages**

### **Allenby In-Home Study**

ERIC National Business English Cert

*Entry Qualification:* No requirements  
This course will develop the student's communication and writing skills

### **Intec College**

Cert in French, German, Italian, Spanish or Living Xhosa/Zulu

*Fields:* French, German, Italian, Spanish, Xhosa, Zulu - Conversational

*Duration:* Approximately 12 months

*Entry Qualification:* Std 8

### **Intec College**

Cert in Practical Business English

*Duration:* Approximately 12 months

*Entry Qualification:* Std 10 or equivalent

### **Success College**

Non-formal Language Courses

*Fields:* Northern Sotho, Southern Sotho, Xhosa, Zulu

### **Technikon SA**

National Dip: Language Practice

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

### **The Leisure Group**

Language School's Dip in English

*Duration:* 1 - 2 years

*Entry Qualification:* No requirements

## **Law**

### **Intec College**

Dip in Law & Taxation

*Duration:* Approximately 1 year

**Entry Qualification:** Std 10 with university admission and at least 5 subjects or the General Certificate of Education with 2 subjects at A Level and 3 subjects at O Level with English and Mathematics

**Rand Afrikaans University**

Advanced Dip in Labour Law

*Duration:* 1 year

*Entry Qualification:* Contact the University

**University of South Africa**

Cert Course in Practical Labour Law

*Duration:* 6 months

*Entry Qualification:* No formal qualifications but a high level of language proficiency is essential

**University of South Africa**

Cert Programme in Law

*Duration:* 1 year

*Entry Qualification:* Senior Certificate

**University of South Africa**

Cert Programme on 'Women and the Law'

*Duration:* March - January

*Entry Qualification:* Senior Certificate

**University of South Africa**

Advanced Labour Law Programme

*Duration:* April/May to

January/February

*Entry Qualification:* Senior Certificate and have completed a course in labour law offered by a university or other institution or suitable training courses and extensive practical experience in the application of labour law principles

**University of South Africa**

Dip. Iuris

*Duration:* 3 years

*Entry Qualification:* Std 10 with at least 5 subjects on HG or SG

**University of South Africa**

Dip. Legum

*Duration:* 2 years

*Entry Qualification:* Dip. Iuris. or having passed the Public Service Law examination

**University of South Africa**

B. Iur.

*Duration:* 3 years

*Entry Qualification:* Std 10 with university admission

**University of South Africa**

B. Proc.

*Duration:* 4 years

*Entry Qualification:* Std 10 with university admission

**University of South Africa**

LL. B.

*Duration:* 4 years or 2 years for candidates with a B. Proc. or B. Juris degree

*Entry Qualification:* An appropriate B. Degree

**University of South Africa**

LL. M.

*Entry Qualification:* LL. B.

**University of South Africa**

LL. D.

*Entry Qualification:* LL. B.

## Library & Information Science

### Technikon SA

National Dip: Library & Information Practice

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded). Students must be employed in a field of library and information work

### University of South Africa

B.Bibl.

*Duration:* 4 years

*Entry Qualification:* Std 10 with university admission

### University of South Africa

B.Bibl.(Hons.)

*Duration:* 1 year

*Entry Qualification:* A four-year B. Degree in Library & Information Science or a B. Degree with a postgraduate degree or diploma in Library & Information Science or a three-year B. Degree with Information Science as major and Applied Information Science on fourth level

### Witwatersrand Institute for Tertiary Tuition

Library Work Cert

*Duration:* 6 months

*Entry Qualification:* Std 8

This Certificate is issued by Technikon SA

## Local Government

### COLSA (College for Open Learning)

Cert in Capacity Building Programme in Local Government

*Duration:* 6 months

*Entry Qualification:* Std 8 or 23 years of age

Accredited by Technikon SA. Provides students with a credit towards the Certificate in Local Government and Development Management

### COLSA (College for Open Learning)

Cert in Local Government & Development Management

*Duration:* 1 year

*Entry Qualification:* Std 8 or 23 years of age

Accredited by Technikon SA. Two credits will be awarded towards the National Diploma

### Lyceum College

Inst of Administration & Commerce (IAC) Dip: Local Government

*Duration:* 3 years

*Entry Qualification:* Std 10. Age, general educational background and actual business experience will also be taken into consideration

The HSRC evaluated this Diploma as equivalent to Std 10 + 3 years of study

### Success College

Inst of Administration & Commerce (IAC) Dip: Local Government

*Entry Qualification:* Std 10

A full IAC Diploma comprises 14 subjects. Completion of the 6 core subjects leads to obtaining the

Intermediate Certificate. The Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study. The Commission for Administration recognises IAC Diploma holders for appointment and promotion purposes in the Public Service

### **Technikon SA**

National Dip: Local Government Finance

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

### **Local Management**

### **Lyceum College**

Three-year University Accredited Dip: Local Management

*Duration:* 3 years

*Entry Qualification:* Std 10, but age and applicable experience will also be taken into consideration

This Diploma is accredited by the University of Pretoria

### **Locksmithing**

### **Milwaukee International Colleges**

Course in Practical Locksmithing

### **Logistics**

### **Purchasing & Supply Management (PSM) College**

Advanced Dip in Logistics & Operations Management

*Duration:* 3 - 12 months by correspondence or 5 days full-time or 12 weeks part-time

*Entry Qualification:* Students with some academic training and on-the-job experience at a junior, intermediate and advanced level

### **University of South Africa**

Programme in Business Logistics: A Transport Approach

*Duration:* 1 year

*Entry Qualification:* Senior Certificate or equivalent qualification

### **Maintenance Management**

### **Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Maintenance Manager, Engineering Foreman)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3 or equivalent qualification

### **Lyceum College**

One-year Dip: Maintenance Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

**Success College**

Inst of Vocational Studies (IVS) Dip:

Maintenance Management

*Duration:* 18 months

*Entry Qualification:* Std 10

<b>Management</b>
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**Allenby In-Home Study**

Dip in Management Skills

*Entry Qualification:* No formal requirements. A working knowledge of English

**Damelin Correspondence College**

Damelin Dip in Management

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate experience

**Damelin Correspondence College**

Advanced Damelin Dip in Management

*Duration:* 1 year

*Entry Qualification:* Damelin Diploma in Management, unless exemption is granted by Damelin

**Graduate Institute of Management & Technology**

Henley Cert in Management

*Duration:* 1 year

3 workshops are held during the year

**Hampton Community College - London Chamber of Commerce & Industry Examinations Board (LCCI)**

Group Diploma in Managerial

Principles

*Duration:* 2 years

*Entry Qualification:* No requirements

These subjects are equivalent to GCE A Levels

**IMC Business School SA**

General Management Programme (GMP)

*Duration:* 6 - 12 months

*Entry Qualification:* Matric + relevant work experience and working on a career in management  
Possible admission to the B.Management or MBA from IMC Business School

**Lyceum College**

One-year Dip: General Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

**Lyceum College**

Three-year University Accredited Dip: General Management

*Duration:* 3 years

*Entry Qualification:* Std 10, but age and applicable experience will also be taken into consideration

This Diploma is accredited by the University of Pretoria

**Southern Business School**

Cert in General Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or relevant experience

This Diploma is evaluated by the HSRC as equivalent to Matric + 3 years of study

**Success College**

Management Dip: Own Choice

*Duration:* 3 years

**Entry Qualification:** Std 10

A Certificate is obtained after the 1st year and a Higher Certificate after the 2nd year of study. University-accredited as well as career subjects may be chosen and Mathematics is not a prerequisite

**Technikon SA**

National Dip: Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

**Technikon SA**

National Higher Dip: Management Practice

*Duration:* 1 year

*Entry Qualification:* Appropriate National Diploma

**University of South Africa**

African Management Programme

*Duration:* 1 year

*Entry Qualification:* Senior Certificate. Students nominated by a business organisation must have a Senior Certificate or suitable experience

**University of South Africa**

CIS Management Programme

*Entry Qualification:* Senior Certificate or equivalent qualification with a numeric subject (e.g. Mathematics, Accounting or Science) on this level

**University of South Africa**

Management Programme for Trade Unions

*Duration:* 1 year

*Entry Qualification:* Senior Certificate or equivalent qualification or relevant work experience

**University of South Africa**

Short Course in Multi-cultural Sensitivity for Managers

*Duration:* 6 months

*Entry Qualification:* Senior Certificate or equivalent qualification. Suitable experience may also be considered

**Management Development****Allenby In-Home Study**

Advanced Dip in Management Development

*Entry Qualification:* The Diploma in Management Skills or equivalent qualification. A working knowledge of English

This Diploma is accredited by Midrand Campus and the Institute for Entrepreneurial Studies

**Damelin Correspondence College**

DMS Dip: Manager Development (MD)

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 (Grade 12) or appropriate experience

**Graduate Institute of Management & Technology**

Henley Executive Development Programme (EDP)

*Duration:* 1 or 2 years

**Entry Qualification:** Postgraduate studies

Workshops, credits towards MBA and accreditation by Henley

### **University of South Africa**

Advanced Executive Programme (AEP)

**Duration:** 15 months

**Entry Qualification:** Senior Certificate or equivalent qualification plus 10 years appropriate experience and be able to join a study group of at least 7 persons  
The AEP is orientated towards general strategic leadership for top management. Prospective participants are typically between 30 and 50 years of age

### **University of South Africa**

Fundamental Management Programme (FMP)

**Duration:** 9 months

**Entry Qualification:** Senior Certificate or equivalent qualification plus 3 years appropriate experience and be able to join a study group of at least 7 persons  
The FMP provides professional education at the first management level

### **University of South Africa**

Management Development Programme (MDP)

**Duration:** 12 months

**Entry Qualification:** Senior Certificate or equivalent qualification plus 3 years appropriate experience and be able to join a study group of at least 7 persons  
The MDP provides professional education in functional/middle management

## **Marketing**

### **Allenby In-Home Study**

Cert in Marketing

**Entry Qualification:** No formal requirements

It is strongly recommended that students without a formal high school qualification first complete the Allenby In-Home Study Certificate in Business Administration Skills. This Certificate is accredited by Midrand Campus and the Institute for Entrepreneurial Studies

### **Allenby In-Home Study**

Dip in Marketing

**Entry Qualification:** The Certificate in Marketing or equivalent qualification and a working knowledge of English  
This Diploma is accredited by Midrand Campus and the Institute for Entrepreneurial Studies

### **Azaliah College of Further & Higher Education**

Management Cert (N4-N6): Marketing & Sales Management

**Duration:** 6 months per N level

**Entry Qualification:** Std 10 or N3

### **Damelin Correspondence College**

DMS Cert: Sales & Marketing Management (SMM)

**Duration:** 6 - 12 months

**Entry Qualification:** Std 8 (Grade 10) or appropriate experience

### **Damelin Correspondence College**

Inst of Marketing Management (IMM)  
Cert in Marketing Communications level 2

*Duration:* 1 year

*Entry Qualification:* The Certificate in Marketing level 1

### **Damelin Correspondence College**

Inst of Marketing Management (IMM)

Cert in Retail Marketing

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate experience

### **Damelin Correspondence College**

Damelin Dip in Marketing Management

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate experience

### **Damelin Correspondence College**

Damelin Dip in Retail Marketing

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate experience

### **Damelin Correspondence College**

Advanced Damelin Dip in Marketing Management

*Duration:* 1 year

*Entry Qualification:* Damelin Diploma in Marketing Management, unless exemption is granted by Damelin

### **Damelin Correspondence College**

Inst of Marketing Management (IMM)

Graduate Dip in Marketing

*Duration:* 1 year

*Entry Qualification:* Certificate in Marketing - Levels 1 & 2

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Erdec College**

Dip in Marketing

*Duration:* 18 months

*Entry Qualification:* Std 10 or 3 years experience

### **Intec College**

Inst of Administration & Commerce

(IAC) Cert in Marketing Management

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

### **Intec College**

Inst of Marketing Management (IMM)

Cert in Marketing

*Duration:* 1 year

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Intec College**

Inst of Marketing Management (IMM)

Cert in Retail Marketing

*Duration:* 1 year

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Intec College**

Intec Cert in Marketing

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Intec College**

Inst of Administration & Commerce

(IAC) Dip in Marketing Management



*Duration:* 1 - 3 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

### **Intec College**

Inst of Marketing Management (IMM)  
Graduate Dip in Marketing

*Duration:* 3 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Intec College**

Inst of Marketing Management (IMM)  
Graduate Dip in Marketing Research

*Duration:* 3 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Intec College**

Intec Dip in Marketing Management  
*Duration:* 3 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Lyceum College**

Inst of Administration & Commerce (IAC) Dip: Marketing

*Duration:* 3 years

*Entry Qualification:* Std 10. Age, general educational background and actual business experience will also be taken into consideration

The HSRC evaluated this Diploma as equivalent to Std 10 + 3 years of study

### **Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Marketing Manager, Sales Manager, Sales Representative)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3 or equivalent qualification

### **Lyceum College**

One-year Dip: Marketing & Sales

*Duration:* 1 year

*Entry Qualification:* Std 10 and 18 years of age

### **Lyceum College**

Three-year University Accredited Dip: Marketing Management

*Duration:* 3 years

*Entry Qualification:* Std 10

This Diploma is accredited by the University of Pretoria

### **Southern Business School**

Dip in Marketing Management

*Duration:* 3 years

*Entry Qualification:* Std 10

This Diploma is supported by the Southern Cross University (Australia) and is evaluated by the HSRC as equivalent to Matric + 3 years of study

### **Success College**

Inst of Administration & Commerce (IAC) Dip: Marketing Management

*Entry Qualification:* Std 10

A full IAC Diploma comprises 14 subjects. Completion of the 6 core subjects leads to obtaining the

**Intermediate Certificate.** The Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study. The Commission for Administration recognises IAC Diploma holders for appointment and promotion purposes in the Public Service

### **Success College**

Inst of Vocational Studies (IVS) Dip:  
Marketing & Sales Management  
*Duration:* 18 months  
*Entry Qualification:* Std 10

### **Success College**

University-accredited Dip: Marketing  
Management

*Duration:* 3 years

*Entry Qualification:* Std 10

A Certificate is obtained after the 1st year and a Higher Certificate after the 2nd year of study. The University of Pretoria acknowledges the academic subjects as credits towards the completion of a B.Com. Degree

### **Technikon SA**

National Dip: Marketing

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

### **Technikon SA**

National Dip: Pharmaceutical  
Marketing

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

### **Technikon SA**

B.Tech. Degree: Marketing

*Duration:* 1 year

*Entry Qualification:* Appropriate  
National Diploma

### **University of South Africa**

Cert Programme in Marketing &  
Marketing Research

*Duration:* 1 year

*Entry Qualification:* Senior Certificate

### **University of South Africa**

Programme in Advanced Marketing  
Management

*Duration:* 1 year

*Entry Qualification:* A university degree or a relevant technikon diploma or a relevant certificate such as the IMM, or the Programme in Marketing or the Programme in Industrial Marketing

### **University of South Africa**

Programme in Industrial Marketing

*Duration:* 1 year

*Entry Qualification:* Senior Certificate or equivalent qualification

### **University of South Africa**

Programme in Marketing Management

*Duration:* 1 year

*Entry Qualification:* Senior Certificate or equivalent qualification

### **University of South Africa**

Short Course in Marketing

*Duration:* 12 weeks

**Entry Qualification:** Senior Certificate or equivalent qualification  
Compulsory formal lectures on Saturday mornings and/or Monday evenings (Pretoria only)

### **University of South Africa**

Postgraduate Dip in Marketing Management

*Duration:* 1 year

*Entry Qualification:* An appropriate B. Degree

### **Witwatersrand Institute for Tertiary Tuition**

Cert in Market Research

*Duration:* 6 months

*Entry Qualification:* Std 8

This Certificate is issued by Technikon SA

### **Mining**

#### **Technikon SA**

National Dip: Coal Mining

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics and Physical Science HG 40% or SG 50% with a maximum of 2 subjects on LG (2 languages excluded). Candidate must be employed on a mine or in a mining related career

#### **Technikon SA**

National Dip: Metalliferous Mining

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics and Physical Science HG SG 50% with a maximum of 2

subjects on LG (2 languages excluded). Students must be employed on a mine or in a mining related career

#### **Technikon SA**

National Dip: Surface Mining

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics and Physical Science HG 40% or SG 50% with a maximum of 2 subjects on LG (2 languages excluded). Candidate must be employed on a mine or in a mining related career

#### **Technisa (Technical College of South Africa)**

National Cert in Mining

*Entry Qualification:* Std 7 with Mathematics and Physical Science

### **Motor Driving**

#### **African United College**

Theoretical Motor Driving Course

*Duration:* 3 to 4 months

*Entry Qualification:* No formal requirements

### **Motor Vehicle Technology**

#### **African United College**

Mechanical Motor Maintenance Course

*Duration:* 3 to 4 months

*Entry Qualification:* Ability to read English

#### **Intec College**

Course in Motor Vehicle Technology

*Duration:* Approximately 12 months

*Entry Qualification:* Std 8 or N1

### **Intec College**

Dip in Motor Cycle Repair

*Duration:* Approximately 12 months

*Entry Qualification:* Std 8 or N1

### **Intec College**

Dip in Motor Vehicle Technology

*Duration:* Approximately 18 months

*Entry Qualification:* Certificate in Motor Vehicle Technology or N3 with Mathematics, Engineering Science, Engineering Drawing and Motor Trade Technology

## **Municipal Administration**

### **Technikon SA**

National Dip: Municipal Administration

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

## **Museum Technology**

### **Technikon SA**

National Dip: Museum Technology

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

## **Music**

### **University of South Africa**

B.Mus.

*Duration:* 4 years

*Entry Qualification:* Std 10 with university admission and a sound knowledge of the rudiments of music equivalent with Grade 3 Theory (UNISA). Harmony and Counterpoint option: Std 10 Music or Grade 5 in a keyboard instrument. Candidates who do not meet the requirements may sit for an entrance examination

### **University of South Africa**

B.Mus.(Hons.)

*Duration:* 1 year

*Entry Qualification:* B.Mus. or B.A. with History of Music IV as major, Music I, Harmony and Counterpoint I and II and Music Form I and II OR B.A.(Music), B.Mus.(Ed.) or B.A.(Ed.)(Mus.) with History of Music IV or Harmony and Counterpoint IV

## **Natural Medicine**

### **SA College of Natural Medicine**

Dip in Natural Medicine

*Duration:* 4 years

*Entry Qualification:* National Diploma or B. Degree

## **Natural Sciences**

### **University of South Africa**

B.Sc.

**Fields:** General

**Duration:** 3 years

**Entry Qualification:** Std 10 with university admission and Mathematics HG 40% or SG 50%

**University of South Africa**

B.Sc.(Hons.)

**Duration:** 1 year

**Entry Qualification:** An appropriate B. Degree

**University of South Africa**

M.Sc.

**Duration:** 1 year

**Entry Qualification:** An appropriate B.Sc.(Hons.) Degree

### Noise Control

**Technikon SA**

National Cert: Noise Control

**Duration:** 1 year

**Entry Qualification:** A qualification in Public Health or Std 10 with 2 years appropriate experience

### Nursing

**COLSA (College for Open Learning)**

Applied Nursing in a Laboratory Context

**Duration:** 1 year

**Entry Qualification:** Diploma in General Nursing and registered with SAINC Accredited by the University of Potchefstroom

**COLSA (College for Open Learning)**

Cert in Cardio Thoracic Critical Care Nursing Science

**Duration:** 1 year

**Entry Qualification:** Diploma in General Nursing and registered with SAINC Accredited by the University of Potchefstroom

**COLSA (College for Open Learning)**

Cert in Financial Health Management

**Duration:** 1 year

**Entry Qualification:** Diploma in General Nursing and registered with SAINC Accredited by the University of Potchefstroom

**COLSA (College for Open Learning)**

Cert in General Critical Care Nursing Science

**Duration:** 1 year

**Entry Qualification:** Diploma in General Nursing and registered with SAINC Accredited by the University of Potchefstroom

**COLSA (College for Open Learning)**

Cert in Health Assessment, Treatment & Care

**Duration:** 1 year

**Entry Qualification:** Diploma in General Nursing and registered with SAINC Diploma of the University of Potchefstroom

**COLSA (College for Open Learning)**

Cert in Neonatal Nursing Science

**Duration:** 1 year

**Entry Qualification:** Diploma in General Nursing and registered with SAINC Accredited by the University of Potchefstroom

**COLSA (College for Open Learning)**

Cert in Nursing Dynamics &  
Interpersonal Skills

*Duration:* 1 year

*Entry Qualification:* Diploma in General  
Nursing and registered with SAINC  
Accredited by the University of  
Potchefstroom

**COLSA (College for Open Learning)**

Cert in Nursing Research

*Duration:* 1 year

*Entry Qualification:* Diploma in General  
Nursing and registered with SAINC  
Accredited by the University of  
Potchefstroom

**COLSA (College for Open Learning)**

Cert in Operation Room Nursing  
Science

*Duration:* 1 year

*Entry Qualification:* Diploma in General  
Nursing and registered with SAINC  
Accredited by the University of  
Potchefstroom

**COLSA (College for Open Learning)**

Cert in Pharmacology

*Duration:* 1 year

*Entry Qualification:* Diploma in General  
Nursing and registered with SAINC  
Accredited by the University of  
Potchefstroom

**COLSA (College for Open Learning)**

Cert in Primary Health Care Approach

*Duration:* 1 year

*Entry Qualification:* Diploma in General  
Nursing and registered with SAINC  
Accredited by the University of  
Potchefstroom

**COLSA (College for Open Learning)**

Cert in Trauma Nursing Science

*Duration:* 1 year

*Entry Qualification:* Diploma in General  
Nursing and registered with SAINC  
Accredited by the University of  
Potchefstroom

**COLSA (College for Open Learning)**

Cert in Unit/Clinic Management

*Duration:* 1 year

*Entry Qualification:* Diploma in General  
Nursing and registered with SAINC  
Accredited by the University of  
Potchefstroom

**COLSA (College for Open Learning)**

Dip in Community Nursing Science

*Duration:* 1 year

*Entry Qualification:* Diploma in General  
Nursing and registered with SAINC  
Diploma of the University of  
Potchefstroom

**COLSA (College for Open Learning)**

Dip in Health Assessment, Treatment &  
Care

*Duration:* 1 year

*Entry Qualification:* Diploma in General  
Nursing and registered with SAINC  
Diploma of the University of  
Potchefstroom

**COLSA (College for Open Learning)**

Dip in Nursing Education

*Duration:* 1 year

*Entry Qualification:* Diploma in General  
Nursing and registered with SAINC  
Diploma of the University of  
Potchefstroom

**COLSA (College for Open Learning)**

Dip in Nursing Management

*Duration:* 1 year*Entry Qualification:* Diploma in General Nursing and registered with SAINC

Diploma of the University of Potchefstroom

**COLSA (College for Open Learning)**

Two-year Dip in Community Nursing &amp; Health Assessment, Treatment &amp; Care

*Duration:* 2 years*Entry Qualification:* Diploma in General Nursing and registered with SAINC

Diploma of the University of Potchefstroom

**COLSA (College for Open Learning)**

Two-year Dip in Nursing Education &amp; Community Nursing

*Duration:* 2 years*Entry Qualification:* Diploma in General Nursing and registered with SAINC

Diploma of the University of Potchefstroom

**COLSA (College for Open Learning)**

Two-year Dip in Nursing Education &amp; Nursing Management

*Duration:* 2 years*Entry Qualification:* Diploma in General Nursing and registered with SAINC

Diploma of the University of Potchefstroom

**COLSA (College for Open Learning)**

Two-year Dip in Nursing Management &amp; Community Nursing

*Duration:* 2 years*Entry Qualification:* Diploma in General Nursing and registered with SAINC

Diploma of the University of Potchefstroom

**Lyceum College**

Cert in Nursing Science Management

*Entry Qualification:* Std 10. Candidates must be Nursing personnel or Maternity nurses (midwife) and must be registered as members of the SA Nursing Council

The training is controlled by the University of Pretoria and approved by the SA Nursing Council

**Rand Afrikaans University**

Cert in Diabetes Mellitus Nursing

*Duration:* 1 year*Entry Qualification:* Contact the University**Rand Afrikaans University**

Cert in Nephrological Nursing

*Duration:* 1 year*Entry Qualification:* Contact the University**Rand Afrikaans University**

Cert in Pharmacology for Nurses

*Duration:* 1 year*Entry Qualification:* Contact the University**Rand Afrikaans University**

Cert in Post-basic Neonatal Nursing Science

*Duration:* 1 year*Entry Qualification:* Contact the University**Rand Afrikaans University**

Cert in Primary Health: Diagnosis, Treatment &amp; Care

*Duration:* 1 year

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Cert in Psychiatric Nursing Skills & Methods

*Duration:* 1 year

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Dip in Advanced Midwifery & Neonatal Nursing

*Duration:* 1 year

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Dip in Advanced Nursing Dynamics: Unit Management & Unit Care

*Duration:* 1 year

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Dip in Community Nursing Science

*Duration:* 1 year

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Dip in Medical & Surgical Nursing: General Critical Care Nursing

*Duration:* 1 year

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Dip in Medical & Surgical Nursing:

Intensive Care Room Nursing

*Duration:* 1 year

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Dip in Medical & Surgical Nursing: Trauma Nursing

*Duration:* 1 year

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Dip in Perinatal Teaching

*Duration:* 2 years

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Dip in Primary Health Care: Clinical Nursing, Diagnosis, Treatment & Care

*Duration:* 2 years

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Dip in Psychiatric Nursing

*Duration:* 2 years

*Entry Qualification:* Contact the University

**University of South Africa**

B.A.(Cur.)

*Duration:* 3 years

*Entry Qualification:* Std 10 with university admission and registration with the SA Nursing Council as a general or psychiatric nurse

**University of South Africa**

B.A.(Cur.)(Hons.)

*Duration:* 1 year

*Entry Qualification:* A recognised B. Degree in Nursing. Advanced Nursing



option: Proof of a position at an approved hospital

### **University of South Africa**

Postgraduate Dip in Advanced Nursing

*Duration:* 1 year

*Entry Qualification:* B. Degree and one of the following courses: Nursing Education III, Health Service Management III, Community Nursing Science III or Ethos of Nursing & Professional Practice III

### **Office Management & Administration**

### **Damelin Correspondence College**

DMS Dip: Office Administration

*Duration:* 6 - 12 months

*Entry Qualification:* Std 8 (Grade 10) or appropriate experience

### **Lyceum College**

Inst of Vocational Studies (IVS) Cert Part 1, 2 & 3

*Fields:* Clerical, Reception,

Switchboard Operating

*Duration:* 18 months

### **Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Office Manager, Administration Manager, Office Supervisor)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3 or equivalent qualification

### **Lyceum College**

ar Dip: Office Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

### **Milwaukee International Colleges**

Course in Office Administration

### **Success College**

Inst of Vocational Studies (IVS) Dip: Office Management

*Duration:* 18 months

*Entry Qualification:* Std 10

### **Witwatersrand Institute for Tertiary Tuition**

Office Administration & Management Cert

*Duration:* 6 months

*Entry Qualification:* Std 8

This Certificate is issued by Technikon SA

### **Open Space & Recreation Management**

### **Technikon SA**

National Dip: Open Space & Recreation Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

### **Technikon SA**

B.Tech. Degree: Open Space & Recreation Management

*Duration:* 1 year

*Entry Qualification:* Appropriate  
National Diploma

### Organisation & Work Study

#### Technikon SA

National Dip: Organisation & Work  
Study

*Fields:* Civil Service, Factories, Offices

*Duration:* 3 years

*Entry Qualification:* Std 10 with a  
maximum of 2 subjects on LG (2  
languages excluded). Candidates must  
have access to or be employed in a  
work study environment

### Paint Technology

#### Distancekol

National Cert: Paint Technology

*Duration:* 2 years

*Entry Qualification:* Std 7 with  
Mathematics and Science

#### Technisa (Technical College of South Africa)

National Cert in Paint Technology

*Entry Qualification:* Std 8 with  
Mathematics and Physical Science or  
N1 with Mathematics, Engineering  
Science and Industrial Chemistry  
Students must have access to a  
laboratory

### Pest Control

#### Distancekol

National Cert: Pest Control

*Duration:* 1 year

*Entry Qualification:* Std 7 with  
Mathematics and Science

#### Technisa (Technical College of South Africa)

National Cert in Pest Control

*Entry Qualification:* Std 8

### Photography

#### African United College

Expert Photography Course

*Duration:* 3 to 4 months

*Entry Qualification:* Ability to read  
English

#### Intec College

Practical Photography Cert

*Duration:* Approximately 12 months

*Entry Qualification:* Std 8

#### Milwaukee International Colleges

Course in Photography

#### The Leisure Group

New York Inst of Photography Cert

*Duration:* 6 months to 3 years

*Entry Qualification:* No requirements

### Plant Operation

#### Distancekol

National Cert (N1-N3): Plant Operation

*Duration:* 3 months per N level  
*Entry Qualification:* Std 7 with Mathematics and Science

### **Distancekol**

National Cert (N4-N6): Plant Operation  
*Duration:* 3 months per N level  
*Entry Qualification:* N3

## **Police & Correctional Services**

### **COLSA (College for Open Learning)**

Introduction to Practice Orientated Penology  
*Duration:* 1 year  
*Entry Qualification:* Std 8

### **COLSA (College for Open Learning)**

Outcomes Based Cert in Basic Policing  
*Duration:* 1 year  
*Entry Qualification:* Std 8 or ABET level 4  
 Accredited by Technikon SA

### **Technikon SA**

Cert: Community Policing  
*Duration:* 6 months  
*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

### **Technikon SA**

Cert: Police Management  
*Duration:* 6 months  
*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded). A student must be in a managerial position e.g. sergeant or higher

### **Technikon SA**

National Dip: Correctional Services Management  
*Duration:* 3 years  
*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

### **Technikon SA**

National Dip: Policing  
*Duration:* 3 years  
*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

### **Technikon SA**

National Higher Dip: Correctional Services Management  
*Duration:* 1 year  
*Entry Qualification:* M+3 qualification

### **Technikon SA**

National Higher Dip: Policing  
*Duration:* 1 year  
*Entry Qualification:* M+3 qualification

### **University of South Africa**

B.A.(Police Science)  
*Duration:* 3 years  
*Entry Qualification:* Std 10 with university admission

## **Power Station Operation**

### **Distancekol**

National Cert: Power Station Operation  
*Duration:* 3 months  
*Entry Qualification:* Std 7 with Mathematics and Science

**Technisa (Technical College of South Africa)**

National Cert (N1-N3): Power Station Operators

*Duration:* 3 months per N level

*Entry Qualification:* Std 7 or National Certificate (Orientation) or ETS (Elementary Technisa Studies)

<b>Production Management</b>
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**Azaliah College of Further & Higher Education**

Management Cert (4-6): Production Management

*Duration:* 6 months per Certificate

*Entry Qualification:* Std 10 or appropriate N3

**Damelin Correspondence College**

DMS Dip: Production & Supervision (ProdS)

*Duration:* 6 - 12 months

*Entry Qualification:* Std 8 (Grade 10) or appropriate experience

**Lyceum College**

One-year University Accredited Cert: Production & Business Management

*Duration:* 1 year

*Entry Qualification:* Std 8, but age and applicable experience will also be taken into consideration

This Certificate is accredited by the University of Pretoria

**Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Production Manager,

Operations Manager, Production Supervisor)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3 or equivalent qualification

**Lyceum College**

One-year Dip: Production & Operations Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

**Success College**

Inst of Vocational Studies (IVS) Dip: Production & Operations Management

*Duration:* 18 months

*Entry Qualification:* Std 10

**Technikon SA**

National Dip: Production Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

<b>Project Management</b>
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**Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Project Manager)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3 or equivalent qualification

**Lyceum College**

One-year Dip: Project Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

### **Success College**

Inst of Vocational Studies (IVS) Dip:  
Project Management

*Duration:* 18 months

*Entry Qualification:* Std 10

### **University of South Africa**

Short Course in Project Management  
(PPM)

*Duration:* 6 months

*Entry Qualification:* Senior Certificate or equivalent qualification or have appropriate experience

Attendance of a four and a half day workshop at Midrand is compulsory

### **Property Management**

### **Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Property Manager, Building Supervisor)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3 or equivalent qualification

### **Lyceum College**

One-year Dip: Property Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

### **Success College**

Inst of Vocational Studies (IVS) Dip:  
Property Management

*n:* 18 months

*Entry Qualification:* Std 10

### **Psychology**

### **COLSA (College for Open Learning)**

Cert in Practical Psychology

*Duration:* 1 year

*Entry Qualification:* Std 10

Accredited by Rand Afrikaans University

### **Intec College**

Cert in Developmental Psychology

*Duration:* Approximately 12 months

*Entry Qualification:* Std 10

### **Intec College**

Cert in General Psychology

*Duration:* Approximately 12 months

*Entry Qualification:* Std 10

### **Intec College**

Cert in Industrial Psychology

*Duration:* Approximately 12 months

*Entry Qualification:* Std 10

### **Intec College**

Cert in Sport Psychology

*Duration:* Approximately 12 months

*Entry Qualification:* Std 10

### **SA College of Natural Medicine**

Dip in Psychology

*Duration:* 3 years

*Entry Qualification:* Std 8

### **University of South Africa**

M.A.(Clinical Psychology)

*Duration:* 2 years

*Entry Qualification:* An appropriate Honours Degree

**University of South Africa**  
M.A.(Counselling Psychology)

*Duration:* 2 years

*Entry Qualification:* An appropriate Honours Degree

<p><b>Public Management &amp; Administration</b></p>
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**Azaliah College of Further & Higher Education**

National Cert (N4-N6): Public Management

*Duration:* 6 months per N level

*Entry Qualification:* Std 10 or appropriate N3

**Lyceum College**

One-year Dip in Public Management

*Duration:* 1 year

*Entry Qualification:* Std 10 with university admission

After successful completion of the Diploma the student is admitted to the 2nd year of the B.Admin. Degree of the University of Pretoria and will receive credit for all semester courses which were passed

**Success College**

University-accredited Dip: Public Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics HG 40% or SG 50%

A Certificate is obtained after the 1st year, a Higher Certificate after the

2nd year of study. The University of Pretoria acknowledges the academic subjects as credits towards the completion of a B.Com. Degree

**Technikon SA**

National Dip: Public Management & Administration

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

**Technikon SA**

National Higher Dip: Public Management & Administration

*Duration:* 1 year

*Entry Qualification:* Appropriate National Diploma or B. Degree with Public Administration III or Municipal Administration III

**University of South Africa**

Dip in Advanced Public Administration

*Duration:* 2 years

*Entry Qualification:* Std 10 with university admission. The candidate should be a senior official with 3 years appropriate practical experience in the public sector

**University of South Africa**

M. in Public Administration

*Duration:* 1 year

*Entry Qualification:* B. Degree with Public Administration III and certain courses in some of the following subjects: Industrial Psychology, Economics, Development Administration, Business Management, Political Sciences and Transport Economics as well as 3 years practical

experience, preferably in the public sector

### Public Relations

#### Allenby In-Home Study

Dip in Public Relations

*Entry Qualification:* Std 10 or 23 years of age with an equivalent qualification and a working knowledge of English

#### Allenby In-Home Study

Advanced Dip in Public Relations

*Entry Qualification:* Std 10 or 23 years of age with an equivalent qualification or the Allenby In-Home Study Diploma in Public Relations or equivalent qualification and a working knowledge of English

#### Azaliah College of Further & Higher Education

Management Cert (N4-N6): Public Relations

*Duration:* 6 months per N level

*Entry Qualification:* Std 10 (NSC) or N3

#### Damelin Correspondence College

DMS Cert: Front Line & Public Relations (FPR)

*Duration:* 6 - 12 months

*Entry Qualification:* Std 8 (Grade 10) or appropriate experience

#### Erdec College

Dip in Public Relations

*Duration:* 12 months

*Entry Qualification:* Std 10 or 3 years experience

#### Intec College

Inst of Administration & Commerce

(IAC) Cert in Public Relations

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

#### Intec College

Intec Cert in Public Relations

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

#### Intec College

Inst of Administration & Commerce

(IAC) Dip in Public Relations

*Duration:* 1 - 3 years

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

This Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study

#### Lyceum College

Inst of Vocational Studies (IVS) 18-

month Dip (Public Relations Manager)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3

#### Lyceum College

One-year Dip: Public Relations Management

*Duration:* 1 year

**Entry Qualification:** Std 10 or equivalent qualification and 18 years of age

### **Lyceum College**

Three-year University Accredited Dip:

Public Relations

**Duration:** 3 years

**Entry Qualification:** Std 10, but age and applicable experience will also be taken into consideration

This Diploma is accredited by the University of Pretoria

### **Success College**

Inst of Administration & Commerce

(IAC) Dip: Public Relations

**Entry Qualification:** Std 10

A full IAC Diploma comprises 14 subjects. Completion of the 6 core subjects leads to obtaining the Intermediate Certificate. The Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study. The Commission for Administration recognises IAC Diploma holders for appointment and promotion purposes in the Public Service

### **Success College**

Inst of Vocational Studies (IVS) Dip:

Public Relations Management

**Duration:** 18 months

**Entry Qualification:** Std 10

### **Technikon SA**

Public Relations Inst of SA (PRISA)

Cert: Basic Principles of Public Relations Practice

**Duration:** 1 year

**Entry Qualification:** Std 10 (N3) OR

Basic Business Communication  
a

Intermediate Public Relations OR

Std 9 and 25 years of age OR Std 8 and 29 years of age

The Certificate is issued jointly by PRISA and Technikon SA

### **Technikon SA**

National Dip: Public Relations

**Duration:** 3 years

**Entry Qualification:** Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

### **Witwatersrand Institute for Tertiary Tuition**

Cert in Public Relations

**Duration:** 6 months

**Entry Qualification:** Std 8

Certificate issued by Technikon SA

## **Pulp & Paper Making**

### **Technisa (Technical College of South Africa)**

National Cert in Pulp & Paper Making

**Entry Qualification:** Std 7

## **Purchasing**

### **Azaliah College of Further & Higher Education**

Management Cert (4-6): Purchasing & Stock Management

**Duration:** 6 months per Certificate

**Entry Qualification:** Std 10 or appropriate N3

### **Lyceum College**

One-year University Accredited Cert: Purchasing & Stores Control



*Duration:* 1 year

*Entry Qualification:* Std 8, but age and applicable experience will also be taken into consideration

This Certificate is accredited by the University of Pretoria

### **Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Purchasing Manager, Warehouse Manager)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3

### **Lyceum College**

One-year Dip: Purchasing & Stores Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

### **Purchasing & Supply Management (PSM) College**

Cert in Purchasing Practices

*Duration:* 2 - 12 months by correspondence or 4 days full-time or 8 weeks part-time

*Entry Qualification:* Students with some practical experience in their profession but who have not yet benefited from any formal academic training in the past

### **Purchasing & Supply Management (PSM) College**

Advanced Dip in Purchasing & Supply Management

*Duration:* 3 - 12 months by correspondence or 5 days full-time or 10 weeks part-time

*Entry Qualification:* Students with some academic training and on-the-job experience at a junior, intermediate and advanced level

### **Purchasing & Supply Management (PSM) College**

Dip in International Procurement

*Duration:* 2 - 12 months by correspondence or 3 days full-time or 6 weeks part-time

*Entry Qualification:* Students with some academic training and on-the-job experience at a junior, intermediate and advanced level

### **Purchasing & Supply Management (PSM) College**

Dip in Purchasing & Supply Management

*Duration:* 3 - 12 months by correspondence or 5 days full-time or 12 weeks part-time

*Entry Qualification:* Students with some academic training and on-the-job experience at a junior, intermediate and advanced level

### **Technikon SA**

National Dip: Purchasing Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

### **University of South Africa**

Advanced Programme in Purchasing Management

*Duration:* 1 year

*Entry Qualification:* University degree or a technikon diploma or the Certificate in Purchasing Management

**University of South Africa**

Programme in Purchasing  
Management

*Duration:* 1 year

*Entry Qualification:* Senior Certificate or equivalent qualification and should preferably have purchasing and/or stores experience

**Witwatersrand Institute for Tertiary Tuition**

Purchasing Management Cert

*Duration:* 6 months

*Entry Qualification:* Std 10

This Certificate is accredited by Technikon SA

<b>Quality Management</b>
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**Lyceum College**

One-year University Accredited Cert:  
Quality Management

*Duration:* 1 year

*Entry Qualification:* Std 8, but age and applicable experience will also be taken into consideration

This Certificate is accredited by the University of Pretoria

**Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Quality Manager)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3

**Lyceum College**

One-year Dip: Quality Management  
*n:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

**Success College**

Inst of Vocational Studies (IVS) Dip:  
Quality Management

*Duration:* 18 months

*Entry Qualification:* Std 10

**University of South Africa**

Programme in Total Quality  
Management

*Duration:* 1 year

*Entry Qualification:* Senior Certificate or equivalent qualification

<b>Quantity Surveying</b>
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**Intec College**

The ASAQS Cert for Quantity  
Surveying Assistants

*Duration:* Approximately 6 months

*Entry Qualification:* Std 8

<b>Radio &amp; Television</b>
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**Intec College**

Cert in TV & Video Repair

*Duration:* 8 months

*Entry Qualification:* Std 8 or N1 with Mathematics

**Intec College**

Radio Amateurs Examination

*Duration:* Approximately 1 year

*Entry Qualification:* Std 8

**Milwaukee International Colleges**

Course in Basic Radio Servicing

*Duration:* 5 months - 2 years

*Entry Qualification:* Ability to read and write English and work with one's hands

### **Milwaukee International Colleges**

Course in Practical Television

*Duration:* 5 months - 2 years

*Entry Qualification:* Ability to read and write English and work with one's hands

### **Real Estate**

#### **Intec College**

Estate Agents Board Examination

*Duration:* Approximately 3 months

*Entry Qualification:* Std 10

#### **Technikon SA**

National Dip: Real Estate

*Fields:* Property Marketing, Property Valuation, Property Practice

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

#### **University of South Africa**

Short Course in Estate Agency Management

*Duration:* 6 months

*Entry Qualification:* Senior Certificate or equivalent qualification or relevant experience

### **Recreational Art**

#### **Intec College**

Dip in Recreational Art

*Duration:* Approximately 10 months

*Entry Qualification:* Certificate in Basic Art & Drawing or Art at Std 10 level

### **Registration of Deeds**

#### **Technikon SA**

National Dip in Registration of Deeds: Civil Service

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

### **Retail Management**

#### **Allenby In-Home Study**

Cert in Retail Management

*Entry Qualification:* No formal requirements. A working knowledge of English

This Diploma is accredited by Midrand Campus and the Institute for Entrepreneurial Studies

#### **Allenby In-Home Study**

Advanced Dip in Retail Management

*Entry Qualification:* The Certificate in Retail Management or equivalent qualification and a working knowledge of English

This Diploma is accredited by Midrand Campus and the Institute for Entrepreneurial Studies

**Lyceum College**

One-year University Accredited Cert:

Retail Management

*Duration:* 1 year

*Entry Qualification:* Std 8, but age and applicable experience will also be taken into consideration

This Certificate is accredited by the University of Pretoria

**Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Retail Manager)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3 or equivalent qualification

**Lyceum College**

One-year Dip: Retailing Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

**University of South Africa**

Programme in Retail Management

*Duration:* 1 year

*Entry Qualification:* Senior Certificate or equivalent qualification or a minimum of 5 years experience in the field or 45 years of age

<b>Road Transport</b>
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**Rand Afrikaans University**

Cert in Road Transport

*Duration:* 1 year

*Entry Qualification:* Contact the

**Rand Afrikaans University**

Advanced Cert in Road Transport

*Duration:* 2 years

*Entry Qualification:* Contact the University

**Rand Afrikaans University**

Dip in Road Transport

*Duration:* 3 years

*Entry Qualification:* Contact the University

**University of South Africa**

Programme in Road Transport

*Duration:* 1 year

*Entry Qualification:* Senior Certificate or equivalent qualification

<b>Safety &amp; Security</b>
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**COLSA (College for Open Learning)**

Grade E, D, C, B Self Study (Security)

*Duration:* 1 week per grade

*Entry Qualification:* Grade E: no formal requirements. Grades D - B: proof of previous grade

**COLSA (College for Open Learning)**

Introduction to Security Management

*Duration:* 1 year

*Entry Qualification:* Std 8, but students without Std 8 will also be considered

**COLSA (College for Open Learning)**

Supervisory Skills (Security)

*Duration:* 1 week

*Entry Qualification:* No formal requirements

**Damelin Correspondence College**

Damelin Dip in Security Supervision

*Duration:* 6 - 12 months

*Entry Qualification:* Std 8 (Grade 10) or appropriate experience

**Intec College**

Security Management Cert

*Duration:* Approximately 8 - 12 months

*Entry Qualification:* Std 8 or equivalent

**Lyceum College**

One-year University Accredited Cert:

Security Management

*Duration:* 1 year

*Entry Qualification:* Std 8, but age and applicable experience will also be taken into consideration

This Certificate is accredited by the University of Pretoria

**Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Risk Manager, Safety Officer, Loss Control Officer)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3

**Lyceum College**

Local Authority Security Assoc of SA (POSV): Three-year Dip in Local Government Security

*Duration:* 3 years

*Entry Qualification:* Std 8 or Std 10

The Diploma is accredited by the University of Pretoria

**Lyceum College**

One-year Dip: Risk Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

**Lyceum College**

Three-year University Accredited Dip:

Risk Management

*Duration:* 3 years

*Entry Qualification:* Std 10, but age and applicable experience will also be taken into consideration

This Diploma is accredited by the University of Pretoria

**Lyceum College**

Higher Dip in Local Authority Security

*Duration:* 1 year

*Entry Qualification:* Three-year Diploma in Local Authority Security and candidate must be a fully paid-up member of the Institute

The Diploma is accredited by the University of Pretoria and on

completion students must complete only 12 additional semester courses at the University of Pretoria to attain a B.Admin. Degree in Public Management

**Technikon SA**

National Dip: Safety Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

**Technikon SA**

National Dip: Security Management

*Duration:* 3 years

**Entry Qualification:** Std 10 with a maximum of 2 subjects on LG (2 languages excluded)  
 After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

### **Technikon SA**

National Higher Dip: Safety Management

**Duration:** 1 year

**Entry Qualification:** Appropriate National Diploma

### **University of South Africa**

Advanced Programme in Risk Management

**Duration:** 2 years

**Entry Qualification:** Senior Certificate or equivalent qualification

Graduates who have successfully completed papers in Statistics, Accounting and Economics may apply for exemption from certain modules

### **University of South Africa**

Cert Programme in Security Management

**Duration:** 1 year

**Entry Qualification:** Senior Certificate

### **University of South Africa**

Cert Programme in Advanced Security Management

**Duration:** 1 year

**Entry Qualification:** The Certificate Programme in Security Management

## **Sales**

### **African United College**

Become a successful Salesman Course

**Duration:** 3 to 4 months

**Entry Qualification:** Ability to read English

### **Allenby In-Home Study**

Cert in Sales Management

**Entry Qualification:** No formal requirements. A working knowledge of English

This Certificate is accredited by Midrand Campus and the Institute for Entrepreneurial Studies

### **Allenby In-Home Study**

Cert in Salesmanship

**Entry Qualification:** No formal requirements. A working knowledge of English

This Diploma is accredited by Midrand Campus and the Institute for Entrepreneurial Studies

### **Allenby In-Home Study**

Dip in Customer Care & Service

**Entry Qualification:** No formal requirements. A working knowledge of English

This Diploma is accredited by Midrand Campus and the Institute for Entrepreneurial Studies

### **Allenby In-Home Study**

Dip in Sales Management

**Entry Qualification:** The Certificate in Sales Management or equivalent

qualification and a working knowledge of English

This Diploma is accredited by Midrand Campus and the Institute for Entrepreneurial Studies

### **Allenby In-Home Study**

Dip in Salesmanship

*Entry Qualification:* The Certificate in Salesmanship or equivalent qualification and a working knowledge of English

This Diploma is accredited by Midrand Campus and the Institute for Entrepreneurial Studies

### **Allenby In-Home Study**

Dip in Telesales

*Entry Qualification:* No formal requirements. A working knowledge of English

This Diploma is accredited by Midrand Campus and the Institute for Entrepreneurial Studies

### **Damelin Correspondence College**

Inst of Marketing Management (IMM)  
Cert in Personal Selling

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12)

### **Damelin Correspondence College**

Inst of Marketing Management (IMM)  
Cert in Sales Management

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12)

### **Damelin Correspondence College**

Damelin Dip in Sales Management

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12)  
or appropriate experience

### **Damelin Correspondence College**

Damelin Dip in Salesmanship / Practice of Selling

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate experience

### **Erdec College**

Dip in Salesmanship

*Duration:* 12 months

*Entry Qualification:* Std 10 or 3 years experience

### **Intec College**

Inst of Administration & Commerce (IAC) Cert in Sales Management

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or the Inst of Certified Bookkeepers (ICB) Associate Certificate or equivalent

### **Intec College**

Inst of Marketing Management (IMM)  
Cert in Personal Selling

*Duration:* 1 year

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Intec College**

Inst of Marketing Management (IMM)  
Cert in Sales Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Intec College**

Intec Cert in Sales Management

*Duration:* 6 - 12 months

*Entry Qualification:* Std 10 or the Inst of Business Studies (IBS) Higher Diploma or equivalent

### **Lyceum College**

Inst of Vocational Studies (IVS) 18-month Cert (Sales Representative)

*Duration:* 18 months

### **School Certificate Courses**

### **Azaliah College of Further & Higher Education**

Std 10 (National Senior Cert) with or without university admission

*Subjects:* Accounting, Afrikaans, Agricultural Science, Biblical Studies, Biology, Business Economics, Commercial Mathematics, Economics, English, Geography, History, Hotelkeeping & Catering, Introduction to Criminology, Introduction to Ethnology, Law of Criminal Procedure & Evidence, Mathematics, Northern Sotho, Physical Science, Physiology, SA Criminal Law, Southern Sotho, Statutory Law, Swazi, Tsonga, Tswana, Venda, Xhosa, Zulu

*Duration:* Any length of time for Std 10 without university admission. 1 - 2 years for Std 10 with university admission

*Entry Qualification:* Std 8 (Grade 10)  
For university admission the candidate should pass subjects from certain subject groups and at least 3 subjects (2 on HG) in a subsequent examination sitting

### **Damelin Correspondence College**

Damelin Std 8 (Grade 10) (Equivalent Course)

*Subjects:* Accounting, Afrikaans, Agricultural Science, Biblical Studies, Biology, Business Economics, Commercial Mathematics, Economics, English, Geography, History, Mathematics, Mercantile Law, Northern Sotho, Physical Science, Southern Sotho, Tsonga, Tswana, Venda, Xhosa, Zulu

*Duration:* Student proceed at own speed

### **Damelin Correspondence College**

Std 10 (Grade 12) (National Senior Cert) with university admission

*Subjects:* Accounting, Afrikaans, Agricultural Science, Biblical Studies, Biology, Business Economics, Commercial Mathematics, Criminology & Ethnology, Criminal Procedure & Evidence, Economics, English, Geography, History, Mathematics, Mercantile Law, Northern Sotho, Physical Science, Physiology, SA Criminal Law, Southern Sotho, Statutory Law, Tsonga, Tswana, Venda, Xhosa, Zulu

*Duration:* 1 or 2 years

There are special requirements regarding the choice of subject groups and languages. Three subjects must be passed in one examination sitting

### **Damelin Correspondence College**

Std 10 (Grade 12) (National Senior Cert): General & Commercial

*Subjects:* Accounting, Afrikaans, Agricultural Science, Biblical Studies, Biology, Business Economics,



Commercial Mathematics, Criminal Procedure & Evidence, Criminology, Economics, English, Geography, History, Mathematics, Mercantile Law, Northern Sotho, Physical Science, Physiology, SA Criminal Law, Southern Sotho, Statutory Law, Tsonga, Tswana, Venda, Xhosa, Zulu

*Duration:* Student proceed at own speed

### **Intec College**

Std 8

*Subjects:* Various subjects

*Duration:* 1 year

*Entry Qualification:* Std 6

### **Intec College**

Std 10 (National Senior Cert)

*Subjects:* Various subjects, including languages

*Duration:* Determined by student

*Entry Qualification:* Std 8 or equivalent

### **Intec College**

Std 10 (National Senior Cert) with university admission

*Subjects:* Various subjects, including languages

*Duration:* 1 or 2 years

*Entry Qualification:* Std 8 or equivalent

### **Lyceum College**

Std 10 (National Senior Cert)

*Subjects:* Accounting, Afrikaans, Biblical Studies, Biology, Business Economics, Commercial Mathematics, Economics, English, Geography, History, Introduction to Criminology, Introduction to Ethnology, Law of Criminal Procedure & Evidence, Mathematics, Mercantile Law, Northern

Sotho, Physical Science, Physiology, SA Criminal Law, Southern Sotho, Statutory Law, SA Criminal Law, Tswana, Typing, Venda, Xhosa, Zulu

### **Lyceum College**

Std 10 (National Senior Cert) with university admission

*Subjects:* Accounting, Afrikaans, Biblical Studies, Biology, Business Economics, Commercial Mathematics, Economics, English, Geography, History, Introduction to Criminology, Introduction to Ethnology, Law of Criminal Procedure & Evidence, Mathematics, Mercantile Law, Northern Sotho, Physical Science, Physiology, SA Criminal Law, Southern Sotho, Statutory Law, SA Criminal Law, Technical Drawing, Tswana, Typing, Xhosa, Zulu

### **Pretoria College**

National Senior Cert (NSC): School Subjects

*Duration:* 1 year

*Entry Qualification:* 16 years of age

### **Promat College**

Std 10 (National Senior Cert)

*Subjects:* Afrikaans, Biblical Studies, Biology, Business Economics, English, Geography, History, Mathematics, Northern Sotho, Physical Science, SA Criminal Law (SG only), Tswana, Zulu. The Languages are offered on HG and all the other subjects on HG and SG

*Duration:* 1 - 6 years

*Entry Qualification:* Std 8

**Promat College**

Std 10 (National Senior Cert) with university admission

*Subjects:* Afrikaans, Biblical Studies, Biology, Business Economics, Economics, English, Geography, History, Mathematics, Northern Sotho, Physical Science, SA Criminal Law (SG only), Tswana, Zulu. The Languages are offered on HG and all other subjects on HG and SG

*Duration:* 2 years

*Entry Qualification:* Std 8

**Success College**

Std 10 (National Senior Cert)

*Subjects:* Accounting, Afrikaans, Biblical Studies, Biology, Business Economics, Commercial Mathematics, Economics, English, Geography, German, History, Introduction to Criminology, Introduction to Ethnology, Latin, Law of Criminal Procedure & Evidence, Mathematics, Mercantile Law, Northern Sotho, Physical Science, Physiology, SA Criminal Law, Southern Sotho, Statutory Law, Technical Drawing, Tswana, Typing, Xhosa, Zulu

**Success College**

Std 10 (National Senior Cert) with university admission

*Subjects:* Accounting, Afrikaans, Biblical Studies, Biology, Business Economics, Commercial Mathematics, Economics, English, French, Geography, German, History, Introduction to Criminology, Introduction to Ethnology, Latin, Law of Criminal Procedure & Evidence, Mathematics, Mercantile Law, Northern

Sotho, Physical Science, Physiology, SA Criminal Law, Southern Sotho, Statutory Law, Tswana, Typing, Xhosa, Zulu

<b>Secretarial</b>
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**Azaliah College of Further & Higher Education**

National & Management Cert (4-6):  
Secretarial Practice

*Duration:* 6 months per Certificate

*Entry Qualification:* Std 10 (NSC) or N3

**Hampton Community College - London Chamber of Commerce & Industry Examinations Board (LCCI)**

Private Secretaries Cert

*Entry Qualification:* No requirements

These subjects are offered on third level, which is equivalent to GCE A Levels

**Hampton Community College - London Chamber of Commerce & Industry Examinations Board (LCCI)**

Secretarial Cert

*Entry Qualification:* No requirements

These subjects are offered on second level

**Hampton Community College - London Chamber of Commerce & Industry Examinations Board (LCCI)**

Private & Executive Secretaries  
Diploma

*Entry Qualification:* No requirements

Most subjects are offered on the fourth level

**Intec College**

Inst of Administration & Commerce (IAC) Cert in Secretarial Studies

*Duration:* Determined by student

*Entry Qualification:* Std 10 or equivalent. Exemption may be granted to those holding an approved educational certificate or having relevant business experience. The Institute Diploma in Business Studies is recognised as an entrance qualification

**Intec College**

Private Secretaries Cert

*Duration:* Approximately 2 years

*Entry Qualification:* Std 8

**Intec College**

Executive Secretaries Dip

*Duration:* Approximately 3 years

*Entry Qualification:* Std 10. If students do not possess Matric, they will be required to do Matric English

**Intec College**

Inst of Administration & Commerce (IAC) Dip for Executive Assistants

*Duration:* Determined by student

*Entry Qualification:* Std 10. Exemption may be granted to those holding an approved educational certificate or having relevant business experience

**Lyceum College**

Inst of Vocational Studies (IVS) 18-month Cert (Typist, Secretary, Telex Operator)

*Duration:* 18 months

**Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip (Personal Assistant, Private Secretary, Secretary)

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3 or equivalent qualification

**Lyceum College**

One-year Dip: Secretarial Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

**Lyceum College**

Three-year University Accredited Dip: Secretarial Management

*Duration:* 3 years

*Entry Qualification:* Std 10, but age and applicable experience will also be taken into consideration

This Diploma is accredited by the University of Pretoria

**Success College**

Inst of Administration & Commerce (IAC) Dip: Executive Assistants

*Entry Qualification:* Std 10

A full IAC Diploma comprises 14 subjects. Completion of the first 10 subjects leads to obtaining the Higher Certificate for Professional Secretaries. The Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study. The Commission for Administration recognises IAC Diploma holders for appointment and promotion purposes in the Public Service

### Self-Improvement

#### Complementary Health Studies Centre

Confidence Enhancement

*Duration:* 6 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive a Certificate of Competence

#### Complementary Health Studies Centre

Creative Visualisation Course

*Duration:* 6 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive a Certificate of Competence

#### Complementary Health Studies Centre

Neuro-Linguistic Programming (NLP)

*Duration:* 10 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive a Certificate of Competence

#### Complementary Health Studies Centre

Positive Thinking Course

*Duration:* 6 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive a Certificate of Competence

#### Complementary Health Studies Centre

Self-Awareness Course

*Duration:* 6 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive a Certificate of Competence

#### Complementary Health Studies Centre

Self-Esteem Course

*Duration:* 6 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive a Certificate of Competence

#### Complementary Health Studies Centre

Self-Improvement Course

*Duration:* 6 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive a Certificate of Competence

#### The Leisure Group

Pelman Inst Cert in Scientific

Development of Mind & Memory

*Duration:* 1 year

*Entry Qualification:* No requirements

## Small Business Management

### Allenby In-Home Study

Dip in Small Business Development

*Entry Qualification:* No formal requirements. A working knowledge of English

### Milwaukee International Colleges

Course in Small Business Management

*Duration:* 5 months - 2 years

*Entry Qualification:* Read and understand English

### Success College

Inst of Vocational Studies (IVS) Dip:

Small Business Management

*Duration:* 18 months

*Entry Qualification:* Std 10

### Technikon SA

National Dip: Small Business Management

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

## Social Sciences

### Lyceum College

Dip: Social Sciences

*Entry Qualification:* Std 10 with university admission

After completion of the Diploma the student will be allowed to enrol for a degree at the University of

Pretoria and receive credit for all subjects already passed

### University of South Africa

B.A.(Social Sciences)

*Fields:* Social Work; Social Sciences

*Duration:* 4 years

*Entry Qualification:* Std 10 with university admission. Social Work option: Ability to do practical work and attend workshops during the year

### University of South Africa

B.A.(Hons.)(Social Sciences)

*Fields:* Social Work; Social Sciences

*Duration:* 1 year

*Entry Qualification:* An appropriate B. Degree. Social Work option: Candidate must be registered as a social worker

### University of South Africa

M.A.(Social Science) Mental Health

*Duration:* 2 years

*Entry Qualification:* A four-year B.A.(SW) Degree or a B.A.(SW)(Hons.) Degree and registration with the SA Council of Social Work as a social worker

## Social Work

### University of South Africa

University Dip in Christian Service (Social Work)

*Duration:* 4 years

*Entry Qualification:* Std 10 with 5 subjects on HG or SG

Only registered students from Hugenote Kollege, Wellington

**University of South Africa**

B.Diac.(Social Work)

*Duration:* 4 years*Entry Qualification:* Std 10 with university admission

Only registered students from Hugenote Kollege, Wellington

**Sport Management****Allenby In-Home Study**

Cert in Sport Management

*Entry Qualification:* A working knowledge of English**Success College**

Advanced Dip: Sport Management

*Duration:* 2 years*Entry Qualification:* Std 10 with exemption

This Diploma is offered in co-operation with the Rand Afrikaans University and may lead to further graduate and postgraduate studies at the University

**Stainless Steel****Technikon SA**

Stainless Steel Cert

*Duration:* 11 months*Entry Qualification:* Std 10**State Accounts & Finance****Technikon SA**

National Dip: Government Finance

*n:* 3 years*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)**Technikon SA**

National Dip: State Accounts &amp; Finance (Inland Revenue)

*Duration:* 3 years*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)**Stock & Stores Control****Damelin Correspondence College**

DMS Dip: Storekeeping &amp; Stock Control

*Duration:* 6 - 12 months*Entry Qualification:* Preferably Std 8 (Grade 10) or appropriate experience**Lyceum College**

Inst of Vocational Studies (IVS) 18-month Cert (Storeman, Stock Controller)

*Duration:* 18 months**Purchasing & Supply Management (PSM) College**

Cert in Stocks &amp; Stores Control

*Duration:* 2 - 12 months by correspondence or 4 days full-time or 8 weeks part-time*Entry Qualification:* Students with some practical experience in their profession but who have not yet benefited from any formal academic training in the past

### **Witwatersrand Institute for Tertiary Tuition**

Stores Management Cert

*Duration:* 6 months

*Entry Qualification:* Std 10

This Certificate is issued by Technikon SA

### **Stock Market**

### **Progressive Systems College (Pty) Ltd**

Compushare Investment Training Programme

*Duration:* 1 year

*Entry Qualification:* No requirements

Course includes training through simulated stock market trading

### **Stress**

### **Complementary Health Studies Centre**

Advanced Stress Consultant's Course

*Duration:* 18 modules and a two-day workshop plus a thesis

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Successful students receive the ASC Diploma

### **Complementary Health Studies Centre**

Corporate Stress Management

*Duration:* 6 modules and a thesis

*Entry Qualification:* No formal requirements, assessment in certain study is necessary

Students obtaining 70% or more receive the ASC Diploma

### **Complementary Health Studies Centre**

Professional Relaxation Therapist's Course

*Duration:* 8 modules and a two-day practical

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Successful students receive the ASC Diploma. Practical training is also available

### **Complementary Health Studies Centre**

Professional Stress Consultant's Course

*Duration:* 8 modules and a two-day practical

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary  
Students obtaining 70% or more receive the ASC Diploma. Practical training is available

### **Supervision**

### **Damelin Correspondence College**

Damelin Dip in Supervisory Management

*Duration:* 1 year

*Entry Qualification:* Std 10 (Grade 12) or appropriate experience

### **Erdec College**

Dip in Supervision

*Duration:* 12 months

*Entry Qualification:* Std 10 or 3 years experience

### **Graduate Institute of Management & Technology**

Henley Cert in Supervisory Management

*Duration:* 1 year

3 workshops are held during the year

### **Intec College**

Introduction to Supervision Cert

*Duration:* Determined by student

*Entry Qualification:* Std 8

### **Intec College**

Supervisory Management Dip

*Duration:* Determined by student

*Entry Qualification:* Intec Introduction to Supervision Certificate

### **Lyceum College**

6 - month Cert in Supervisory Management

*Fields:* Credit Management, Data Processing Management, Financial Management, Office Management, Production Management, Purchasing Management, Retailing, Quality Management, Sales Management, Stock Control Management

*Duration:* 6 months

*Entry Qualification:* Std 9 or N2 (Commerce) plus 2 languages.

Candidates with N1 plus 2 languages or Std 8 may receive exemption on the grounds of age and experience

This Certificate is accepted as an entry requirement for the one-year

Management Diploma

### **Lyceum College**

Inst of Vocational Studies (IVS) 18-month Dip in Supervision

*Duration:* 18 months

*Entry Qualification:* Std 10 or the Institute's Certificate Part 3 or equivalent qualification

### **Lyceum College**

One-year Dip: Supervisory Management

*Duration:* 1 year

*Entry Qualification:* Std 10 or equivalent qualification and 18 years of age

### **Milwaukee International Colleges**

Course in First Line Supervision

*Duration:* 5 months - 2 years

*Entry Qualification:* Read and understand English

### **Surveying**

### **Technikon SA**

National Dip: Mine Surveying

*Duration:* 3 years

*Entry Qualification:* Std 10 with Mathematics and Physical Science HG 40% or SG 50% with a maximum of 2 subjects on LG (2 languages excluded). Students must be employed on a mine or in a mining related career

### **Taxation**

### **Technikon SA**

Cert: Value Added Tax

*Duration:* 1 year



**Technikon SA**

National Dip: Taxation

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

After the 1st year students qualify for a National Certificate and for a National Higher Certificate after the 2nd year

**Technikon SA**

B.Tech. Degree: Taxation

*Duration:* 1 year

*Entry Qualification:* National Diploma: State Accounts and Finance: Inland Revenue (with appropriate experience in Taxation) OR any National Diploma or B. Degree with Accounting III and Taxation or appropriate taxation experience

**University of South Africa**

Advanced Taxation Cert

*Duration:* 18 months

*Entry Qualification:* A qualification at B. Degree level

**University of South Africa**

Cert in Mining Taxation

*Duration:* 4 months

*Entry Qualification:* Senior Certificate

**University of South Africa**

Cert in Taxation

*Duration:* 12 months

*Entry Qualification:* No formal educational qualifications

**University of South Africa**

Cert in Taxation & Financial Planning

for Life Assurance Consultants

*Duration:* 16 months

*Entry Qualification:* No formal educational qualifications

**Technical Studies****COLSA (College for Open Learning)**

Cert: Core Technological Subjects

*Duration:* 6 months

*Entry Qualification:* Std 8 or students whose matric marks are not good enough to allow them to a technikon  
Accredited by Technikon SA

**Intec College**

Technical Senior Cert (NTC)

*Duration:* Determined by student

*Entry Qualification:* Std 8

**Textile Manufacturing****Technisa (Technical College of South Africa)**

National Cert in Textile Manufacturing

*Entry Qualification:* Std 7 with

Mathematics and Physical Science

**Theology****AFM Theological College (Distance Education)**

Dip in Pentecostal Ministry/Theology

*Duration:* Ministry: 2 years;

Pentecostal: 3 years

*Entry Qualification:* Std 10

**AFM Theological College (Distance Education) / International Theological Institute**

Cert in Theology

*Duration:* 2 years

*Entry Qualification:* No entry requirements

**AFM Theological College (Distance Education) / International Theological Institute**

B.A.(Theology)

*Entry Qualification:* Std 10

**AFM Theological College (Distance Education) / International Theological Institute**

B.A.(Hons.)(Theology)

*Entry Qualification:* B.A. degree

**AFM Theological College (Distance Education) / International Theological Institute**

M.A.(Theology)

*Entry Qualification:* B.A.(Hons.)

**AFM Theological College (Distance Education) / International Theological Institute**

D.Phil.

*Entry Qualification:* M.A. degree

**Azaliah College of Further & Higher Education**

Vocational Cert (1-2): Christian Studies

*Duration:* 6 months per Certificate

*Entry Qualification:* Std 5

**Azaliah College of Further & Higher Education**

Dip in Theology

*Duration:* 6 months each for Certificates I and II and 1 year for the Diploma

*Entry Qualification:* Std 8

The Diploma can be obtained after the completion of Certificates I and II

**Irene Theological College**

Dip Divinitatis

*Duration:* 3 years

*Entry Qualification:* Matric

**Irene Theological College**

Dip Licentiate Theology (L.Th.)

*Duration:* 3 years

*Entry Qualification:* Matric Exemption

This Diploma is accredited by the University of the Western Cape

**SA Theological Seminary**

Christian Life Cert

*Duration:* 720 hours of study

*Entry Qualification:* No formal requirements

Earns 72 out of 360 credits needed for a B.Th. Degree

**SA Theological Seminary**

B.Theology (Christian Leadership) or Dip in Theology (Christian Leadership)

*Duration:* B. Degree: 3 600 hours of study. Diploma: 2 160 hours of study

*Entry Qualification:* Std 10 or equivalent Degree issued by International Theological Seminary

**SA Theological Seminary**

M.Theology (Christian Theology)

*Duration:* 1 000 hours of study

*Entry Qualification:* B.Theology

Degree issued by either International Theological Seminary or Newport University

### **SA Theological Seminary**

D.Theology (Christian Theology)

*Duration:* 1 400 hours of study

*Entry Qualification:* M.Theology

Degree issued by either International Theological Seminary or Newport University

### **Technikon SA**

Technikon Cert: Theology

*Duration:* 1 year

*Entry Qualification:* This course is for students who do not have Std 10 After completion of this Certificate the student may enter the B.A.(Theology) Degree programme

### **Technikon SA**

B.A.(Theology)

*Duration:* 4 years

*Entry Qualification:* Std 10 or the Technikon Certificate in Biblical Studies or Theology

After completion of the 2nd year of study an Associate of Arts in Religious Studies Degree will be awarded

### **TEE College**

Award in Theology

*Duration:* 4 years

*Entry Qualification:* Std 5

Those who completed the award could apply for 3 credits towards the TEE certificate

### **TEE College**

Cert in Theology

*n:* 4 years

*Entry Qualification:* Std 8 or equivalent

This Certificate is accredited by the Joint Board for the Diploma in Theology. Those who completed the Certificate can apply for 3 credits towards the Diploma in Theology

### **TEE College**

Introduction to Theology

*Duration:* 1 year

*Entry Qualification:* Std 8 or equivalent

This course is accredited towards either the TEE Certificate or Diploma in Theology

### **TEE College**

Dip in Theology

*Duration:* 4 years

*Entry Qualification:* Std 10 or equivalent

This Diploma is accredited by the Universities of South Africa, the Witwatersrand, Natal, Durban-Westville and Pretoria

### **University of South Africa**

Dip in Theology

*Duration:* 2 years

*Entry Qualification:* Std 10 with five subjects on HG or SG

### **University of South Africa**

University Dip in Christian Service

*Duration:* 3 years

*Entry Qualification:* Std 10 with 5 subjects on HG or SG

Only registered students from Hugenote Kollege, Wellington

### **University of South Africa**

Advanced University Dip in Christian Service

*Duration:* 1 year

**Entry Qualification:** University Diploma in Christian Service

Only registered students from Hugenote Kollege, Wellington

### **University of South Africa**

B.Diac.

**Fields:** Mission Work, Youth Work

**Duration:** 3 years

**Entry Qualification:** Std 10 with university admission

Only registered students from Hugenote Kollege, Wellington

### **University of South Africa**

B.Theology

**Duration:** 3 years

**Entry Qualification:** Std 10 with university admission

### **University of South Africa**

B.D.

**Duration:** 3 years

**Entry Qualification:** B. Degree with classical Hebrew III, Greek II and Latin I

### **University of South Africa**

B.Diac.(Hons.)

**Fields:** Mission Work, Youth Work

**Duration:** 1 year

**Entry Qualification:** B.Diac. Degree

Only registered students from Hugenote Kollege, Wellington

### **University of South Africa**

B.Theology(Hons.)

**Duration:** 1 year

**Entry Qualification:** B.Theology Degree or an appropriate B. Degree with the required subjects

### **University of South Africa**

M.Theology

**Duration:** 1 year

**Entry Qualification:** B.Theology (Hons.)

### **Traffic & Licensing**

#### **Lyceum College**

Inst of Licence Officers (ILO): Dip in Licensing

**Duration:** 3 years

**Entry Qualification:** Std 8 or Std 10

The Diploma is accredited by the University of Pretoria

#### **Lyceum College**

Inst of Traffic Officers of SA (ITO): Dip in Traffic Science

**Duration:** 3 years

Diploma accredited by the University of Pretoria

#### **Lyceum College**

Higher Dip: Traffic Management

**Fields:** Licensing, Traffic Management

**Duration:** 1 year

**Entry Qualification:** The three-year Diploma. Candidates must be paid-up members of the Institute

This Diploma is accredited by the University of Pretoria as a Higher Diploma which gives access to a Degree

### **Training**

#### **Intec College**

Inst of Administration & Commerce (IAC) Cert in Training Management

*Duration:* Determined by student  
*Entry Qualification:* Std 10 or the Institute Diploma in Business Studies. An approved educational certificate or having relevant business experience will also be taken into consideration

### **Intec College**

Inst of Administration & Commerce (IAC) Dip in Training Management  
*Duration:* Determined by student  
*Entry Qualification:* Std 10 or the Institute Diploma in Business Studies. An approved educational certificate or having relevant business experience will also be taken into consideration

### **Lyceum College**

Inst of Administration & Commerce (IAC) Dip: Training Management  
*Duration:* 3 years  
*Entry Qualification:* Std 10. Age, general educational background and actual business experience will also be taken into consideration  
 The HSRC evaluated this Diploma as equivalent to Std 10 + 3 years of study

### **Lyceum College**

Three-year University Accredited Dip: Training Management  
*Duration:* 3 years  
*Entry Qualification:* Std 10, but age and applicable experience will also be taken into consideration  
 This Diploma is accredited by the University of Pretoria

### **Rand Afrikaans University**

Cert in Training  
*Duration:* 2 years

*Entry Qualification:* Contact the University

### **Rand Afrikaans University**

Master's Cert in Training & Development

*Duration:* 2 years

*Entry Qualification:* Contact the University

### **Success College**

Inst of Administration & Commerce (IAC) Dip: Training Management  
*Entry Qualification:* Std 10  
 A full IAC Diploma comprises 14 subjects. Completion of the 6 core subjects leads to obtaining the Intermediate Certificate. The Diploma is evaluated by the HSRC as equivalent to Std 10 + 3 years of study. The Commission for Administration recognises IAC Diploma holders for appointment and promotion purposes in the Public Service

### **University of South Africa**

Cert for Trainers

*Duration:* 1 year

*Entry Qualification:* Senior Certificate. Candidates without the formal qualification but with appropriate experience will also be considered  
 The certificate will benefit practitioners who are involved in the training and development of adults in formal education and training institutions in commerce, industry and other sectors

### Translation

#### University of South Africa

Dip in Translation

*Duration:* 1 year

*Entry Qualification:* A recognised B. Degree and a high degree of proficiency in the 2 languages which are selected for the purpose of the course

### Travel & Tourism

#### Azaliah College of Further & Higher Education

Management Cert (4-6): Tourism

*Duration:* 6 months per Certificate

*Entry Qualification:* Std 10 or N3 or Certificate 3

#### Intec College

Travel Education & Training Authority of SA (TETASA) Cotac 1 Course

*Entry Qualification:* Std 10

#### Technikon SA

National Dip: Travel & Tourism

*Duration:* 3 years

*Entry Qualification:* Std 10 with a maximum of 2 subjects on LG (2 languages excluded)

#### University of South Africa

Advanced Programme in Tourism, Travel & Hospitality

*Duration:* 2 years

*Entry Qualification:* Senior Certificate or equivalent qualification

### Treasury Management & Trade Finance

#### University of South Africa

Associate Programme in Treasury Management

*Duration:* 2 years

*Entry Qualification:* Senior Certificate. Chartered accountants and similarly qualified candidates may be granted exemption from certain modules

### Upholstery

#### Milwaukee International Colleges

Course in Practical Furniture Upholstering

*Duration:* 5 months - 2 years

*Entry Qualification:* Ability to read and write English and work with one's hands

### Warehousing

#### Damelin Correspondence College

Damelin Dip in Warehouse Management

*Duration:* 6 - 12 months

*Entry Qualification:* Diploma in Storekeeping & Stock Control and approximately 3 years experience in warehousing

#### Purchasing & Supply Management (PSM) College

Dip in Warehousing & Distribution

*Duration:* 3 - 12 months by correspondence or 5 days full-time or 12 weeks part-time

*Entry Qualification:* Students with some academic training and on-the-job experience at a junior, intermediate and advanced level

### Water Care

#### Distancekol

National Cert (N1-N2): Water Treatment

*Duration:* 3 months per N level

*Entry Qualification:* Std 7 with Mathematics and Science

#### Technikon SA

National Cert: Water Care

*Duration:* 1 year

*Entry Qualification:* Std 10 with Mathematics and Physical Science SG

#### Technisa (Technical College of South Africa)

National Cert (N1-N3): Water Treatment

*Duration:* 3 months per N level

*Entry Qualification:* Std 7 or National Certificate (Orientation) or ETS (Elementary Technisa Studies)

### Welding

#### Intec College

Specialist Cert in Welding

*Duration:* Approximately 18 months

*Entry Qualification:* Std 10 with Mathematics and Physical Science or

N3 with Mathematics and Engineering Science. Candidates without formal qualifications will be considered on the basis of age and relevant work experience

### Writing

#### Intec College

Cert in Short Story Writing

*Duration:* Approximately 12 months

*Entry Qualification:* Std 8 or equivalent

#### Intec College

Dip in Creative Writing

*Fields:* Freelance Journalism, Short Story Writing

*Entry Qualification:* Std 10

#### Success College

Dip in Writing

*Fields:* Fiction Writing, Freelance Journalism, Radio Scriptwriting, TV Scriptwriting

#### The Leisure Group

Writing School Dip

*Fields:* Article Writing, Non-fiction Writing, Novel Writing, Play Writing, Radio Writing, Short Story Writing, TV Writing, Writing for Children

*Duration:* 1 - 4 years

*Entry Qualification:* No requirements

### Yoga

#### Complementary Health Studies Centre

Yoga Beginners & Intermediate Cert

*Duration:* 10 modules for each course

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

A Certificate of Competence is awarded to successful students

### **Complementary Health Studies Centre**

Yoga Therapist Course

*Duration:* 52 modules

*Entry Qualification:* Must have completed a yoga Practical Course

Practical training also available.  
Students obtaining 70% or more receive the BSY Diploma

### **Complementary Health Studies Centre**

Yoga Teacher Dip (Hatha Yoga)

*Duration:* 15 modules

*Entry Qualification:* No formal requirements, assessment in certain fields of study is necessary

Students obtaining 70% or more receive the BSY Diploma



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 Higher Dip in Local Authority Security, 92  
 Inst of Administration & Commerce (IAC) Dip  
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 Cert & Fellowship Cert, 8  
 Inst of Chartered Secretaries & Administrators (CIS)  
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 Inst of Licence Officers (ILO)  
 Dip in Licensing, 107  
 Inst of Traffic Officers of SA (ITO)  
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 Inst of Vocational Studies (IVS) 18-month Cert  
 (Bookkeeper, Cashier), 8  
 Inst of Vocational Studies (IVS) 18-month Cert (Sales  
 Representative), 95  
 Inst of Vocational Studies (IVS) 18-month Cert  
 (Storeman, Stock Controller), 101  
 Inst of Vocational Studies (IVS) 18-month Cert  
 (Typist, Secretary, Telex Operator), 98  
 Inst of Vocational Studies (IVS) 18-month Dip  
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 Inst of Vocational Studies (IVS) 18-month Dip (Credit  
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 (Information Manager, Systems Analyst,  
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Inst of Vocational Studies (IVS) 18-month Dip  
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Inst of Vocational Studies (IVS) 18-month Dip (Public Relations Manager), 86

Inst of Vocational Studies (IVS) 18-month Dip  
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Inst of Vocational Studies (IVS) 18-month Dip  
(Quality Manager), 89

Inst of Vocational Studies (IVS) 18-month Dip (Retail Manager), 91

Inst of Vocational Studies (IVS) 18-month Dip (Risk Manager, Safety Officer, Loss Control Officer), 92

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Three-year Dip in Local Government Security, 92

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Information Management, 27

Internal Auditing, 63

Maintenance Management, 67

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Project Management, 83

Property Management, 84

Public Relations Management, 86

Purchasing & Stores Management, 88

Quality Management, 89

Retailing Management, 91

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One-year University Accredited Cert  
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Financial Management, 51  
Production & Business Management, 83  
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Three-year Education Dip (Junior & Senior Primary), 36

Three-year University Accredited Dip  
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General Management, 68  
Local Management, 67  
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Personnel Management, 59  
Public Relations, 87  
Risk Management, 92  
Secretarial Management, 98  
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**M****Milpark Business School**

Thames Valley University Master of Business

Administration (MBA) Degree, 12

**Milwaukee International Colleges**

Course in Auto-Electrical Fault Finding & Repair, 46

Course in Basic Radio Servicing, 89

Course in Domestic Refrigeration, 46

Course in Dressmaking & Design, 51

Course in Electrical Appliances Service & Repair, 47

Course in First Line Supervision, 103

Course in Office Administration, 80

Course in Photography, 81

Course in Practical Furniture Upholstering, 109

Course in Practical Locksmithing, 67

Course in Practical Television, 90

Course in Small Business Management, 100

Dip in Practical Building, 9

**N****Natal College of Education**

Dip in Education, 37

Further Dip in Education, 37

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**P****Potchefstroom University for CHE**

B.Business Administration (BBA), 12

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**Pretoria College**

National Cert (N1-N6)

Business Studies, 17

National Senior Cert (NSC)

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**Progressive Systems College (Pty) Ltd**

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**Promat College**

Dip in Primary Education, 37

Std 10 (National Senior Cert), 96

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**Purchasing & Supply Management (PSM) College**

Advanced Dip in Logistics & Operations Management, 67

Advanced Dip in Purchasing & Supply Management, 88

Cert in Purchasing Practices, 88

Cert in Stocks & Stores Control, 101

Dip in International Procurement, 88

Dip in Inventory Management, 63

Dip in Purchasing & Supply Management, 88

Dip in Warehousing & Distribution, 109

**R****Rand Afrikaans University**

Advanced Cert in Road Transport, 91

Advanced Cert in Service Relations Management, 59

Advanced Dip in Labour Law, 65

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B.A.(Labour Relations), 64

B.Com.(Human Resources Development), 59

B.Com.(Labour Relations), 64

Cert in Diabetes Mellitus Nursing, 78

Cert in Labour Relations, 63

Cert in Nephrological Nursing, 78

Cert in Pharmacology for Nurses, 78

Cert in Post-basic Neonatal Nursing Science, 78

Cert in Primary Health

Diagnosis, Treatment & Care, 78

Cert in Psychiatric Nursing Skills & Methods, 79

Cert in Road Transport, 91

Cert in Training, 108

Dip in Advanced Midwifery & Neonatal Nursing, 79

Dip in Advanced Nursing Dynamics

Unit Management & Unit Care, 79

Dip in Community Nursing Science, 79

Dip in Education

Computer Literacy, 37

Educational Leadership, 37

Environmental Education, 37

Remedial Teaching, 38

School Readiness, 38

Dip in Human Resources Development, 59

Dip in Medical & Surgical Nursing

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Operating Room Nursing, 79

Trauma Nursing, 79

Dip in Perinatal Teaching, 79

Dip in Primary Health Care

Clinical Nursing, Diagnosis, Treatment & Care, 79

Dip in Psychiatric Nursing, 79

Dip in Road Transport, 91

Further Dip in Education

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Biology Teaching, 38

Computer Literacy, 38

Economic Sciences, 38

Educational Leadership, 38

Educational Management, 38

English Language Teaching, 39

Environmental Education, 39

History Teaching, 39

Mathematical & Physical Science Teaching, 39

Mathematical Teaching, 39

Remedial Teaching, 39

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Social Sciences, 40

Master's Cert in Training & Development, 108

Rhema Correspondence Bible School

Biblical Studies Reading Course, 7

Biblical Studies Short Course, 7

Dip in Biblical Studies, 7

Dip in Natural Medicine, 75

Dip in Psychology, 84

National Dip in Herbal Medicine, 55

**SA Theological Seminary**

B.Theology (Christian Leadership) or Dip in Theology  
(Christian Leadership), 105

Christian Life Cert, 105

D.Theology (Christian Theology), 106

Dip or Cert in Biblical Studies, 7

M.Theology (Christian Theology), 105

**South African College of Herbal Medicine & Health**

Aromatherapy Cert, 25

Cert in Medicinal Herb Growing, 55

Herbalism Dip, 56

**Southern Business School**

Cert in General Management, 68

Cert in Industrial Relations, 61

Dip in Financial Management, 52

Dip in Human Resource Management, 59

Dip in Marketing Management, 72

**Springfield College of Education**

Education Dip (M+3), 40

Further Dip in Education (M+4), 40

Higher Education Dip (M+4), 40

**Stellenbosch Academy of Health & Skin Care**

Stellenbosch Academy of Health & Skin Care Cert in

Modular Training, 7

**Success College**

Advanced Dip

Sport Management, 101

Cert & Higher Cert

Science of Coaching, 21

Chartered Association of Certified Accountants

(ACCA)

Introductory Dip in Accountancy, 3

Dip

Church Management, 20

Dip in Writing, 110

Further Dip

Education Management, 45

Higher Dip in Fire Science, 53

Inst of Administration & Commerce (IAC) Dip

Accounting, 3  
 Business Management, 15  
 Company Secretaryship, 23  
 Cost & Management Accounting, 28  
 Executive Assistants, 98  
 Industrial Relations, 61  
 Local Government, 66  
 Marketing Management, 72  
 Personnel Management, 59  
 Public Relations, 87  
 Training Management, 108  
 Inst of Certified Bookkeepers (ICB) Cert, Associate  
 Cert & Fellowship Cert, 8  
 Inst of Chartered Secretaries & Administrators (CIS)  
 Dip, 19  
 Inst of Vocational Studies (IVS) Dip  
 Credit Management, 31  
 Entrepreneurship, 50  
 Financial Management, 52  
 Maintenance Management, 68  
 Marketing & Sales Management, 73  
 Office Management, 80  
 Production & Operations Management, 83  
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## T

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 Human Resources Management, 60  
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### Cert

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 Industrial Engineering, 48  
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 Internal Auditing, 63  
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 Landscape Technology, 64  
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 Library & Information Practice, 66  
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 Marketing, 73  
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     Basic Principles of Public Relations Practice, 87  
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### The Leisure Group

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### The SA Institute for Complementary Health Sciences

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### University of Natal (Pietermaritzburg) (Centre for Adult Education)

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     Administration for Importers & Exporters, 60  
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 Short Course in Marketing, 73  
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     Managers, 69  
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     Further Dip in Education (FDE), 44  
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     Centre**

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## V

### Veasey's Engineering College

Cert of Competency  
     Electrical Engineer for Factories (EF), 49  
     Electrical Engineer for Mines & Works (EM), 49  
     Mechanical Engineer for Factories (MF), 49  
     Mechanical Engineer for Mines & Works (MM), 49  
 Cert of Competency for Factories (Law), 50  
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### Veritas Kollege vir Beroepsopleiding

Dip in Civilus (SA), 20

### Vista University

Higher Education Dip, 45  
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 Primary Education Cert (Std's 2-3), 44  
 Primary Education Dip (Std's 4-5), 44  
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     Std's 6-8), 44  
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     10), 44  
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## W

### Witwatersrand Institute for Tertiary Tuition

Cert in Business Management, 16  
 Cert in Market Research, 74  
 Cert in Public Relations, 87  
 Library Work Cert, 66  
 Office Administration & Management Cert, 80  
 Purchasing Management Cert, 89  
 Stores Management Cert, 102

**(Unless otherwise specified, address correspondence to The Principal)**

Actuarial Education Service  
PO Box 66  
CAPE TOWN  
8000  
Tel.: (021) 509-4444

AFM Theological College  
PO Box 91046  
AUCKLAND PARK  
2006  
Tel.: (011) 726-7029

African United College  
PO Box 477  
GROENKLOOF  
0027  
Tel.: (012) 998-9758

Allenby in-Home Study  
PO Box 5846  
HALFWAY HOUSE  
1685  
Tel.: (011) 315-7990  
Fax: (011) 315-7995

Azaliah College of Further  
& Higher Education  
PO Box 1069  
WARMBATHS  
0480  
Tel.: (014) 736-2135

Business Management Training College  
of Southern Africa  
PO Box 67207  
BRYANSTON  
2021  
Tel.: (011) 886-4096  
Fax: (011) 462-2254

Calder School of Interior Design  
PO Box 36  
PARKLANDS  
2121  
Tel.: (011) 447-2364  
Fax: (011) 447-2364

Camdev (Pty) Ltd  
PO Box 320  
GILLITTS  
3603  
Tel.: (031) 764-1299  
Fax: (031) 764-4299

COLSA (College for open Learning)  
Private Bag X10  
WELTEVREDEN PARK  
1715  
Tel.: (011) 675-0630  
Fax: (011) 675-0618

Complementary Health Studies Centre  
PO Box 7106  
ROGGEBAAI  
8012  
Tel.: (021) 553-1459  
Fax: (021) 553-1459

Computer Training Inst (CTI)  
PO Box 297  
CRAMERVIEW  
2060  
Tel.: (011) 789-3178  
Fax: (011) 789-4606

Damelin Correspondence College  
PO Box 32167  
BRAAMFONTEIN  
2017  
Tel.: (011) 403-5420  
Fax: (011) 403-2985



Distancekol  
85 Schoeman Street  
PRETORIA  
0002  
Tel.: (012) 325-5408/9

Distinction College  
PO Box 1165  
SCHOEMANSVILLE  
0216  
Tel.: 082 568 9849  
Fax: (01211) 53-0345

Eltic  
PO Box 32398  
BRAAMFONTEIN  
2017  
Tel.: (011) 403-3238  
Fax: (011) 403-3240

Erdec College  
PO Box 1480  
PHALABORWA  
1390  
Tel.: (01524) 3971  
Fax: (01524) 3971

Graduate Institute of  
Management & Technology  
Private Bag X13  
HALFWAY HOUSE  
1685  
Tel.: (011) 651-6413  
Fax: (011) 651-6740

Hampton Community College  
PO Box 49316  
EAST END  
4016  
Tel.: (031) 368-3393/4  
Fax: (031) 368-3398

The Registrar  
Hawthorne University (SA)  
PO Box 70642  
BRYANSTON  
2021  
Tel.: (011) 704-3630  
Fax: (011) 704-3630

Health & Fitness  
Professionals Assoc  
PO Box 252  
KLOOF  
3640  
Tel.: (031) 764-2745  
Fax: (031) 764-4191

IMC Business School SA  
2nd Floor 45 On Castle  
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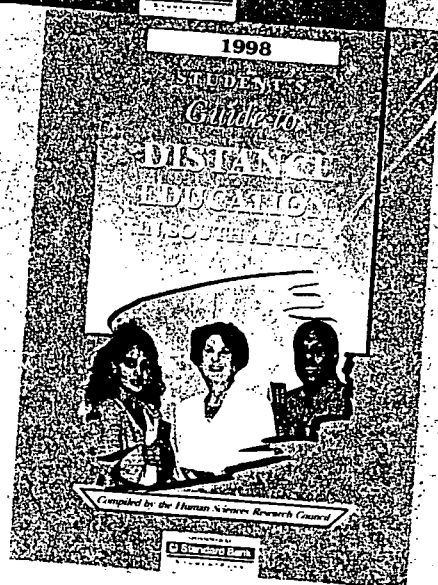
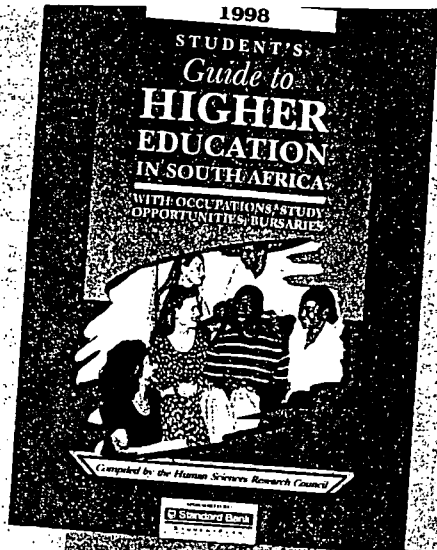
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